

SY 2018-2019 Alternative Education Progress Report
School District of Philadelphia
Business Rule Documentation

Welcome

This documentation is intended to help further clarify the calculations used for each metric that makes up the Alternative Education Progress Reports (AEPR).

Each section of the documentation begins by identifying the metric being calculated (including the wording used to display the metric in the AEPR). Immediately following the metric name, the documentation defines the metric, defines which students are included in the metric, and describes which schools are eligible for the metric.

Subsequently, the documentation identifies the source of the data for both District and Charter schools.

Finally, the documentation describes the steps taken to calculate the score for each metric. This includes any exception codes that may be applied.

For more information about the AEPR, see the User Guide and FAQ documents available at [the AEPR webpage](#).

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PSSA PARTICIPATION RATE

(PSSA: Participation Rate)

Metric Description and General Principles

- The AEPR evaluates the extent to which students participated in the Pennsylvania System of School Assessment (PSSA).
- This metric is calculated for students in middle grades at AEDY programs only.
 - Students in grade 8 are expected to participate in the PSSA ELA, math, and science assessments
 - Students in other middle grades are expected to participate in only the PSSA ELA and math assessments
- Programs are evaluated on participation rates for each subject in which the PSSA is given.
- The state processes test scores, then transmits data for each individual student to the district.
 - The state provides both a “performance” data file and an “accountability” data file, the latter of which incorporates results from the state’s alternate assessment (PASA) and identifies students who should be attributed to a given school for accountability purposes. The “accountability” file is used for the AEPR PSSA metrics.
- Students’ performance is not considered for this metric.

Data Source

- PSSA data comes from the Data Recognition Corporation (DRC), the assessment vendor for the Pennsylvania Department of Education (PDE)
- Enrollment data is from SDP’s Student Information Systems
- Enrollment confirmation reported directly by schools through data packets

Business Rules for PSSA Participation Rate Calculation

1. Remove students for whom the school did not confirm enrollment.
2. Restrict the sample to students in grades three through eight who were continuously enrolled during the PSSA testing window (4/15/2019-5/3/2019).
3. Assign a participation flag to each student for each subject in which they are expected to be tested:
 - a. PARTICIPATED, if there is a test record for the student.
 - b. DID NOT PARTICIPATE, if there is no test record for the student.

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4. Calculate the participation rate metric for each subject as follows:
 - a. Total number of students who participated in the assessment (3a) divided by total number of students who should have participated (3a + 3b)
5. Assign an exception code as appropriate:
 - a. NOT APPLICABLE, if the school does not serve any grades between third and eighth grade.
 - b. INSUFFICIENT SAMPLE, if the school served tested grades but had fewer than 20 eligible students.

KEYSTONE PARTICIPATION RATES

(Keystone: Participation Rate)

Metric Description and General Principles

- The AEPR evaluates the extent to which students participated in the Keystone assessments.
- This metric is calculated for students in high school grades at AEDY programs only.
 - Students are expected to take the Keystone assessment for any Keystone-affiliated course in which they are enrolled.
- Programs are evaluated on participation rates in each subject in which the Keystone is given.
- The state processes test scores, then transmits data for each individual student to the district.
- Students' performance is not considered for this metric.

Data Source

- Keystone data comes from the Data Recognition Corporation (DRC), the assessment vendor for the Pennsylvania Department of Education (PDE)
- Enrollment data is from SDP's Student Information Systems
- Enrollment confirmation reported directly by schools through data packets

Business Rules for Keystone Participation Rate Calculations

1. Remove students for whom the school did not confirm enrollment.
2. Restrict the sample to students who:
 - a. Were continuously enrolled during one of the Keystone testing windows (1/7/2019-1/18/2019 and/or 5/13/2019-5/24/2019), and
 - b. Were enrolled in at least one Keystone-affiliated course in the semester leading up to that Keystone administration.
3. Assign a participation flag to each student for each subject in which they are expected to be tested (i.e., were enrolled in a Keystone-affiliated course):
 - a. PARTICIPATED, if there is a test record for the student.
 - b. DID NOT PARTICIPATE, if there is no test record for the student.
4. Calculate the participation rate metric for each subject as follows:
 - a. Total number of students who participated in the assessment (3a) divided by total number of students who should have participated (3a + 3b)
5. Assign an exception code as appropriate:

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- a. NOT APPLICABLE, if the school does not serve any grades between ninth and twelfth grade.
- b. INSUFFICIENT SAMPLE, if the school served tested grades but had fewer than 20 eligible students.

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PSSA PROFICIENCY RATES

(PSSA: % Proficient or Advanced)

Metric Description and General Principles

- The AEPR includes the percentage of students who score proficient or better on each PSSA exam (the “proficiency rate”).
- The state processes test scores, then transmits data for each individual student to the district. This metric includes all students that the state attributes to a given school.
- This metric is only calculated for middle grades Accelerated and Continuation programs.

Data Source

- PSSA data comes from the Data Recognition Corporation (DRC), the assessment vendor for the Pennsylvania Department of Education (PDE)
- Enrollment data is from SDP’s Student Information Systems
- Enrollment confirmation reported directly by schools through data packets

Business Rules for PSSA Proficiency Rate Calculation

1. Remove students for whom the school did not confirm enrollment.
2. Restrict the sample to students in third-eighth grades who were continuously enrolled from 12/23/2018-5/3/2019.
3. Assign a performance flag to each student:
 - a. ADVANCED, if the student’s score was advanced
 - b. PROFICIENT, if the student’s score was proficient
 - c. BASIC, if the student’s score was basic
 - d. BELOW BASIC, if the student’s score was below basic
4. Calculate the performance level rates by subject as follows:
 - a. Proficient/advanced rate: Total number of students who scored proficient or better (3a + 3b) divided by total number of students who took the PSSA exam (3a + 3b + 3c + 3d)
 - b. Percent advanced: Total number of students who scored advanced (3a) divided by total number of students who took the PSSA exam (3a + 3b + 3c + 3d)
 - c. Percent proficient: Total number of students who scored proficient (3b) divided by total number of students who took the PSSA exam (3a + 3b + 3c + 3d)
 - d. Percent basic: Total number of students who scored basic (3c) divided by total number of students who took the PSSA exam (3a + 3b + 3c + 3d)
 - e. Percent below basic: Total number of students who scored below basic (3d) divided by total number of students who took the PSSA exam (3a + 3b + 3c + 3d)

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5. Assign an exception code as appropriate:
 - a. NOT APPLICABLE, if the school did not serve any of Grades 3-8
 - b. INSUFFICIENT SAMPLE, if the school served any of Grades 3-8 but has fewer than 20 eligible students

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KEYSTONE PROFICIENCY RATES

(Keystone: % Proficient or Advanced)

Metric Description and General Principles

- The Keystone performance metric is the percentage of students who score proficient or better (the “proficiency rate”) on a Keystone exam.
- The state processes test scores, then transmits data for each individual student to the district. This metric includes all students that the state attributes to a given school.
- This metric is only calculated for Dual Enrollment, Adult Diploma, and Accelerated high school grades. Scores for students who take Keystone exams before high school are not included in school-level proficiency rates.
- First-time test takers who took the affiliated Keystone course leading up to the assessment are counted. If a student took an exam multiple times, only their first score is included.

Data Source

- Keystone data comes from the Data Recognition Corporation (DRC), the assessment vendor for the Pennsylvania Department of Education (PDE)
- Enrollment data is from SDP’s Student Information Systems
- Enrollment confirmation reported directly by schools through data packets

Business Rules for Keystone Proficiency Rate Calculation

1. Remove students for whom the school did not confirm enrollment.
2. Restrict the sample to students who:
 - a. Were continuously enrolled at an Adult Diploma program from 11/1/2018-1/18/2019 or at a Dual Enrollment or Accelerated high school from 10/1/2018-1/18/2019, were enrolled in a Keystone course during 2018-19, and who were first-time Keystone test-takers in the Winter 2019 administration; or
 - b. Were continuously enrolled at an Adult Diploma program, Dual Enrollment, or Accelerated high school from 2/1/2019-5/24/2019, were enrolled in a Keystone course during 2018-19, and who were first-time Keystone test-takers in the Spring 2019 administration.
 - c. Were enrolled in at least one Keystone-affiliated course in the semester leading up to that Keystone administration.
3. Identify each student’s best score on each Keystone exam, and ensure that each student is counted only once in a subject at any given school.
4. Assign a performance flag to each student:

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- a. ADVANCED, if the student's score was advanced
 - b. PROFICIENT, if the student's score was proficient
 - c. BASIC, if the student's score was basic
 - d. BELOW BASIC, if the student's score was below basic
5. Calculate the performance level rates by subject as follows:
- a. Proficient/advanced rate: Total number of students who scored proficient or better ($4a + 4b$) divided by total number of students who took the Keystone exam ($4a + 4b + 4c + 4d$)
 - b. Percent advanced: Total number of students who scored advanced ($4a$) divided by total number of students who took the Keystone exam ($4a + 4b + 4c + 4d$)
 - c. Percent proficient: Total number of students who scored proficient ($4b$) divided by total number of students who took the Keystone exam ($4a + 4b + 4c + 4d$)
 - d. Percent basic: Total number of students who scored basic ($4c$) divided by total number of students who took the Keystone exam ($4a + 4b + 4c + 4d$)
 - e. Percent below basic: Total number of students who scored below basic ($4d$) divided by total number of students who took the Keystone exam ($4a + 4b + 4c + 4d$)
6. Assign an exception code as appropriate:
- a. NOT APPLICABLE, if the school is not a high school
 - b. NOT APPLICABLE, if the school is a high school but did not offer the Keystone course
 - c. INSUFFICIENT SAMPLE, if the school is a high school and offered the Keystone course but has fewer than 20 eligible students

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COURSE GRADES

(% of Students Earning at Least a C in All Major Subjects; % of Students Earning at Least a B in All Major Subjects)

Metric Description and General Principles

- The AEPR course grades metric captures performance for students in all core courses taken (science, social studies, math, and English).
- Programs are evaluated on the percentage of students earning at least a C in all core courses, and the percentage of students earning at least a B in all core courses is also reported for informational purposes.
- In order to be included in the calculation, students must:
 - Be continuously enrolled for at least a quarter, for students in AEDY programs
 - Be continuously enrolled for at least a trimester, for students in Adult Diploma programs
 - Be continuously enrolled for at least 80 days, for students in Dual Enrollment and Accelerated programs

Data Source

- Enrollment and course grade information from SDP's student information system
- Enrollment confirmation reported directly by schools through data packets

Business Rules for Course Grades Calculation

1. Restrict the sample to students who were confirmed by the school.
2. Keep only those students who meet the minimum enrolled days requirement:
 - a. For AEDY programs, students enrolled continuously for at least one quarter (8/27/2018-10/31/2018; 11/1/2018-1/23/2019; 1/24/2019-3/27/2019; and/or 3/28/2019-6/4/2019).
 - b. For Adult Diploma programs, students enrolled continuously for at least one trimester (10/1/2018-12/6/2018; 1/7/2019-3/14/2019; and/or 3/25/2019-5/30/2019).
 - c. For Accelerated, Continuation, and Dual Enrollment programs, students enrolled continuously for at least 80 days.
3. Identify the number of core subject courses for each student.
4. For AEDY middle grade students, invalidate any quarter/cycle grades from a quarter during which the student was not continuously enrolled (e.g., invalidate Quarter 2 grades if the student was not continuously enrolled from 11/1/2018-1/23/2019).
5. For courses that do not have a final grade already calculated, calculate a final grade by averaging the available quarter/cycle grades.

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6. Assign a grade flag to each record:
 - a. C GRADE, if the final grade is at least a 70.
 - b. B GRADE, if the final grade is at least an 80.
7. For each student, count the total number of core courses for which the student received a grade.
8. Assign a grade flag to each student:
 - a. ALL B, if the students total number of courses with a B grade (6b) is equal to the total number of courses (7)
 - b. ALL C, if the student's total number of courses with a C grade (6a) is equal to the total number of courses (7) and the student hasn't already been assigned a grad flag of "ALL B"
 - c. NOT MET, if the student's total number of courses with at least a C grade (6a) is less than the total number of courses (7)
9. Calculate the course grade metrics as follows:
 - a. Scored Metric: Total number of students with all C grades or better (8a+8b) divided by the total number of eligible students (8a + 8b+ 8c)
 - b. Total number of students with all B grades (8a) divided by the total number of eligible students (8a + 8b+ 8c)
10. Assign an exception code as appropriate:
 - a. INSUFFICIENT SAMPLE, if the school has fewer than 20 eligible students.

IEP PERFORMANCE

(% Meeting IEP Goals)

Metric Description and General Principles

- The IEP performance metric is the percentage of students with IEPs who met their IEP goals.
- AEDY, Accelerated, Continuation, and Dual Enrollment programs are eligible for this metric.
- Data regarding students' IEPs is entered into EasyIEP.
- Data was not able to be extracted from EasyIEP in time for the data to be analyzed. Consequently, this metric is suppressed for all schools on the SY2018-2019 AEPR.

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CREDIT ACCUMULATION

(Credit Accumulation)

Metric Description and General Principles

- The credit accumulation rate examines the percentage of high school students earning sufficient credits during the 2018-2019 school year.
 - For Accelerated and Dual Enrollment programs, full-year students are expected to earn at least eight credits per year, and half-year students are expected to earn at least four credits per year.
 - For Adult Diploma programs, students are expected to earn at least two credits for each trimester for which they were enrolled.
 - For AEDY programs, students are expected to earn at least enough credits to be promoted to the next grade level (at least five credits for 9th grade students, at least 11 credits for 10th grade students, and at least 17.5 credits for 11th grade students).
- Students in ninth through eleventh grade are included in this metric.
- This metric is calculated for all program types.

Data Source

- Enrollment and credit information from SDP's student information system
- Enrollment confirmation and beginning-of-year grade level information reported directly by schools through data packets

Business Rules for Credit Accumulation Rate

1. Remove students whose enrollment was not confirmed by the program.
2. Keep students who meet the minimum enrollment requirements:
 - a. For Accelerated and Dual Enrollment programs, students enrolled for at least 80 days.
 - b. For AEDY programs, students enrolled for at least 165 days.
 - b. For Adult Diploma programs, students continuously enrolled for at least one trimester (10/1/2018-12/6/2018; 1/7/2019-3/14/2019; and/or 3/25/2019-5/30/2019).
3. Keep students who began the year in grade 9, 10, or 11.
4. Determine the number of credits a student earned within the year.
5. Create a credit accumulation flag:
 - a. EARNED SUFFICIENT CREDITS, if the student was:
 - i. Enrolled at an Accelerated or Dual Enrollment program for 80-164 days and earned at least four credits.

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- ii. Enrolled at an Accelerated or Dual Enrollment program for 165 days or more and earned at least eight credits.
 - iii. Enrolled at an Adult Diploma program and earned at least two credits for each trimester enrolled.
 - iv. Enrolled at an AEDY and earned enough credits to be promoted to the next grade level (i.e., at least five credits for 9th graders, at least 11 credits for 10th graders, or at least 17.5 credits for 11th graders).
 - v. Enrolled at any program type and earned enough credits to graduate:
 1. For Adult Diploma students, the number of credits necessary to graduate based on their initial high school entry
 2. For all other high schools, at least 23.5 credits
 - b. DID NOT EARN SUFFICIENT CREDITS, if the student does not meet any of the above criteria.
6. Calculate the Credit Accumulation performance metric as follows:
- a. Total number of students who met earned sufficient credits (5a) divided by the total number of students eligible for the metric (5a + 5b).
7. Assign an exception code as appropriate:
- a. NOT APPLICABLE, if the school serves only middle grades
 - b. INSUFFICIENT SAMPLE, if the school has fewer than 20 eligible students

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LITERACY AND NUMERACY PROGRESS

(% of Students Meeting Target in Literacy, % of Students Not Meeting Target in Literacy, % of Students with Insufficient Literacy Test Records, % of Students Meeting Target in Numeracy, % of Students Not Meeting Target in Numeracy, % of Students with Insufficient Numeracy Test Records)

Metric Description and General Principles

- The literacy and numeracy progress metrics look at the percentage of students who are making sufficient growth with their reading and math skills during the academic year.
 - Students in Accelerated and Continuation programs are expected to make growth depending on their entering performance and length of enrollment at the program:
 - Full-year students entering the program more than one grade level behind are expected to make at least two years' worth of growth
 - Full-year students entering the program one grade level behind or less are expected to make at least one year's worth of growth
 - Half-year students entering the program more than one grade level behind are expected to make at least one year's worth of growth
 - Half-year students entering the program one grade level behind or less are expected to make at least half a year's worth of growth
 - Students in AEDY programs are expected to make at least one year's worth of growth if enrolled for a full year or at least half a year's worth of growth if enrolled for half a year.
 - Students in Adult Diploma programs are expected to make at least one year's worth of growth if enrolled for a full year.
- Students' progress is determined by the grade level equivalent on the assessment selected by the school.
 - If a student's score is equal to the maximum possible score on the assessment, the student is assumed to have made sufficient progress.
- Alternative programs are supposed to assess students upon enrollment and at least two more times during the course of the academic year. A student's initial test score and highest subsequent test score are used to determine their growth, regardless of the length of time between these two administrations.
- This metric is not calculated for Dual Enrollment programs.
- This metric includes students in all grades who are enrolled for a full year (165+ days at Accelerated, Continuation, and AEDY programs; 125+ days at Adult Diploma programs)

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or, for Accelerated, Continuation, and AEDY programs only, for at least half a year (80-164 days).

Data Source

- Enrollment information from SDP's student information system
- Enrollment confirmation and literacy/numeracy performance self-reported by schools through data packets

Business Rules for Literacy and Numeracy Progress Calculation

1. Remove students whose enrollment was not confirmed by the program.
2. Remove students in Dual Enrollment programs.
3. Remove students who are not enrolled for the minimum amount of time required for the program type:
 - a. Fewer than 80 days, for students enrolled in AEDY, Continuation, or Accelerated programs
 - b. Fewer than 125 days, for students enrolled in Adult Diploma programs
4. Assign a performance flag to each student:
 - a. INVALID TEST RECORDS, if the student:
 - i. Does not have results for two different test administrations during the student's enrollment period
 - ii. Has raw scores that cannot be converted into a grade level equivalent based on the information provided
 - iii. Does not have two distinct testing dates during the 2018-2019 school year
 - iv. Has a highest test score that comes from a date prior to the initial test score
 - b. TOPPED OUT, if the student has two valid test results and the highest test score is the highest possible score on the assessment
 - c. MADE SUFFICIENT PROGRESS, if the student has two valid test results and:
 - i. Is a full-year student (enrolled for at least 165 days) at an AEDY program and made at least one year's worth of growth.
 - ii. Is a half-year student at an AEDY program (enrolled for 80-164 days) and made at least half a year's worth of growth.
 - iii. Is a full-year student at an Adult Diploma program (enrolled for at least 125 days) and made at least one year's worth of growth.
 - iv. Is a full-year student at an Accelerated or Continuation program (enrolled for at least 165 days) who entered more than one year's worth behind and made at least two years' worth of growth.
 - v. Is a full-year student at an Accelerated or Continuation program (enrolled for at least 165 days) who entered one year's worth or less behind and made at least one year's worth of growth.

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- vi. Is a half-year student at an Accelerated or Continuation program (enrolled for 80-164 days) who entered more than one year's worth behind and made at least one year's worth of growth.
 - vii. Is a half-year student at an Accelerated or Continuation program (enrolled for 80-164 days) who entered one year's worth or less behind and made at least half a year's worth or growth.
 - d. DID NOT MAKE SUFFICIENT PROGRESS, if the student has two valid test results but did not meet the standard above.
5. Calculate the literacy and numeracy progress metrics as follows:
- a. Meeting Target: Number of students making sufficient progress or achieving the highest possible score ($4b + 4c$) divided by all eligible students ($4a + 4b + 4c + 4d$)
 - b. Not Meeting Target: Number of students not making sufficient progress ($4d$) divided by all eligible students ($4a + 4b + 4c + 4d$)
 - c. Invalid Test Records: Number of students with invalid test records ($4a$) divided by all eligible students ($4a + 4b + 4c + 4d$)
6. Assign an exception code as appropriate:
- a. DATA NOT AVAILABLE, if the school did not submit a data packet
 - b. INSUFFICIENT SAMPLE, if the school has less than 20 eligible students (i.e., fewer than 20 students enrolled for the minimum length of time required)

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RESTORATION

(% of Students Restored to a Non-Disciplinary Program)

Metric Description and General Principles

- The AEPR restoration metric is the percentage of students who were enrolled in AEDY programs on October 1 who were enrolled in non-disciplinary schools on the following October 1.
 - Students in AEDY programs are generally not expected to be enrolled for more than a year.
 - This metric does not account for students who may be restored to a non-disciplinary school but who are again placed in an AEDY program prior to the following October 1.
 - Students are considered “restored” if they are enrolled at any Philadelphia district, charter, or non-disciplinary alternative program on the following October 1.
 - Students who are not enrolled in any school on October 1, 2019, are assumed to have not been restored.
- This metric is calculated only for AEDY programs.
- All students enrolled in an AEDY program on October 1 are eligible for this metric.

Data Source

- Enrollment information from SDP’s student information system
- Enrollment confirmation self-reported by schools through data packets

Business Rules for Restoration Calculation

1. Restrict the sample to students who were enrolled in AEDY programs on October 1, 2018, who were enrolled for at least 10 days, and for whom the school confirmed enrollment.
2. Remove students whose exit codes indicate that they are not eligible for the metric (e.g., they moved out of the country or passed away).
3. Assign a restoration flag to each student:
 - a. RESTORED, if the student was enrolled in a non-disciplinary school on October 1, 2019.
 - b. NOT RESTORED, if the student was not enrolled in any school or was enrolled in a disciplinary school on October 1, 2019.
4. Calculate the restoration metric as follows: Total number of students who were restored (3a) divided by the total number of students (3a + 3b).
5. Assign an exception code as appropriate:

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- a. INSUFFICIENT SAMPLE, if the school is an AEDY program but has fewer than 20 eligible students

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GRADE PROMOTION

(% of Middle Grades Students Promoted to the Next Grade)

Metric Description and General Principles

- The AEPR grade promotion metric is the percentage of middle-grade students who were enrolled in AEDY or Continuation programs on February 1 who had been promoted to the next grade level on the following October 1.
 - This metric is agnostic to where the student is enrolled on October 1; it considers only the student's grade level on October 1.
- This metric is calculated only for AEDY and Continuation programs.
- In order to be included in the metric, students must have been enrolled in grades 5-8 on February 1.

Data Source

- Enrollment information from SDP's student information system
- Enrollment confirmation self-reported by schools through data packets

Business Rules for Promotion Calculation

1. Restrict the sample to students who were enrolled in AEDY or Continuation programs on February 1, 2019, who were in grades 5-8 (inclusive), and for whom the school confirmed enrollment.
2. Remove students whose exit codes indicate that they are not eligible for the metric (e.g., they moved out of the country or passed away).
3. Identify each student's grade level as of February 1.
4. Assign a restoration flag to each student:
 - a. PROMOTED, if the student's grade level on October 1, 2019, was greater than their February 1, 2019 grade level.
 - b. NOT PROMOTED, if the student's grade level on October 1, 2019, was less than or equal to their February 1, 2019 grade level.
5. Calculate the promotion metric as follows: Total number of students who were restored (4a) divided by the total number of students (4a + 4b).
6. Assign an exception code as appropriate:
 - a. INSUFFICIENT SAMPLE, if the school has fewer than 20 eligible students

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HIGH SCHOOL TRANSITION RATE

(Transition Success)

Metric Description and General Principles

- The high school transition rate is the percentage of eighth-grade students who were enrolled in Continuation programs who applied to at least three high schools and/or high school programs other than the student's neighborhood high school.
- This metric is calculated only for Continuation programs.
- In order to be included in the metric, students must have been enrolled in grade 8 for at least 10 days and on November 1.

Data Source

- Enrollment and high school application information from SDP's student information system
- Enrollment confirmation self-reported by schools through data packets

Business Rules for Promotion Calculation

1. Restrict the sample to students:
 - a. Who were enrolled in Continuation programs on or before November 1 and for at least 10 days,
 - b. Who were enrolled in Grade 8, and
 - c. For whom the school confirmed enrollment.
2. Remove any applications to the student's neighborhood high school.
3. Count the number of high schools and high school programs to which the student applied.
4. Assign an application flag to each student:
 - a. MET APPLICATION THRESHOLD, if the student applied to at least three high schools and/or high school programs other than their neighborhood high school.
 - b. DID NOT MEET APPLICATION THRESHOLD, if the student applied to fewer than three high schools and/or high school programs other than their neighborhood high school.
5. Calculate the transition metric as follows: Total number of students who met the application threshold (3a) divided by the total number of students (3a + 3b).
6. Assign an exception code as appropriate:
 - a. INSUFFICIENT SAMPLE, if the school has fewer than 20 eligible students

DEVELOPMENTAL COURSE PROGRESS

(% of Students Moving Out of Developmental English Language Arts Courses; % of Students Moving Out of Developmental Math Courses)

Metric Description and General Principles

- The AEPR developmental course progress metrics measure the percentage of students who were in developmental (i.e., remedial) college courses during their first semester in a dual enrollment program who move out of such courses by their second semester in the program.
- This metric is calculated only for Dual Enrollment programs.
- In order to be included in the metric, students must have been enrolled in a developmental course in the subject area during their first semester and must have been enrolled in any course (developmental or college-level) in the subject area in their second semester.

Data Source

- Course enrollment and student enrollment confirmation self-reported by schools through data packets

Business Rules for Developmental Course Progress Calculation

1. Restrict the sample to students who were enrolled in Dual Enrollment programs and for whom the school confirmed enrollment.
2. Remove students who were not enrolled in developmental courses in the subject area in their first semester or who were not enrolled in any course in the subject area in their second semester.
3. Assign a course progress flag to each student-subject:
 - a. MADE SUFFICIENT PROGRESS, if the student was enrolled in a college-level (non-developmental) course in the subject area in their second semester.
 - b. DID NOT MAKE SUFFICIENT PROGRESS, if the student was enrolled in a developmental course in the subject area in their second semester.
4. Calculate the developmental course progress metric as follows: Total number of students who made sufficient progress (3a) divided by the total number of eligible students (3a + 3b).
5. Assign an exception code as appropriate:
 - a. INSUFFICIENT SAMPLE, if the school has fewer than 20 eligible students

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ANNUAL RETENTION

(Annual Retention Rate)

Metric Description and General Principles

- The annual retention metric tracks the percentage of students who remain at a school for a full year and either return to the school in the following year or exit the school as planned (i.e., graduated or transitioned to a grade not served by their original school).
 - The AEPR also provides information on where non-retained students are enrolled the following year: at another alternative school, at a non-alternative school, or at no school in the SDP system.
- This calculation requires data from two school years, hereafter referred to as Year One (2018-19) and Year Two (2019-20).
- For Accelerated, Continuation, and Dual Enrollment programs, students are considered retained if they were enrolled at the same school on October 1 of Year One, at the end of Year One, and on October 1 of Year Two, with the following exceptions:
 - Students who graduated from the school prior to the beginning of Year Two are considered retained.
 - Students who completed a school's terminal grade – that is, the final grade offered at the school – are considered retained, as long as they were enrolled at the school at the beginning and end of Year One.
 - Students who attended a school that closed at the end of Year One are considered retained, as long as they were enrolled at the beginning and end of Year One.
- For Adult Diploma programs, students are considered retained if they were enrolled at the same school at their time of entry, at the end of Year One, and on November 1 of Year Two, with the same exceptions as noted above.
- All students who were enrolled at Accelerated, Continuation, or Dual Enrollment on October 1 of Year One and who were enrolled for at least 10 days during Year One, and all students who were enrolled at Adult Diploma programs for at least 10 days during Year One, are eligible to be counted towards the metric.
- This metric does not apply to programs that are intended to be one-year programs, such as AEDY programs.

Data Source

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- Enrollment information from SDP's student information system
- Enrollment confirmation self-reported by schools through data packets

Business Rules for Annual Retention Rate Calculation

1. Remove students at Accelerated, Continuation, and Dual Enrollment programs who were not enrolled on October 1st of Year One.
2. Remove students who were enrolled in the school for fewer than 10 days.
3. Remove students whose enrollment was not confirmed by the school.
4. Remove students whose exit codes indicate that they are not eligible for the metric (e.g., they moved out of the country or passed away).
5. Assign a series of flags to each student. These will be used to construct the ultimate retention flag:
 - a. Assign a within-year retention flag to each student:
 - i. RETAINED WITHIN-YEAR, if the student finished the school year at the same Accelerated or Dual Enrollment program at which they were enrolled on October 1st of Year One, or if the student finished the school year at the same Adult Diploma program at which they were enrolled.
 - ii. NOT RETAINED WITHIN-YEAR, if the student did not finish the school year at that school.
 - b. Assign an across-year retention flag to each student:
 - i. RETAINED ACROSS-YEAR, if the student was enrolled at the same school in Year One and on October 1st of Year Two (November 1st for Adult Diploma programs).
 - ii. NOT RETAINED ACROSS-YEAR, if the student was enrolled at a different school on October 1st of Year Two (November 1st for Adult Diploma programs), or was not enrolled in any Philadelphia school on October 1st (November 1st for Adult Diploma programs) of Year Two.
 - c. Assign a promotion flag to each student:
 - i. PROMOTED, if:
 1. The student's Year Two enrollment record indicates they completed or skipped the final grade at their original school,¹ OR
 2. The student was not enrolled in any Philadelphia school in Year Two, but their Year One enrollment record indicates they were enrolled in the final grade at their original school (these students are assumed to have been promoted)
 - ii. NOT PROMOTED, if:

¹ This rule also covers a variety of much less common scenarios, including students who are promoted mid-year, students at schools that expand or contract their grade spans, and students are demoted out of the school; generally, a student counts as retained if they were enrolled up until the point when they moved beyond the grade span served by the school.

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1. The student's Year Two enrollment record indicates they had not yet progressed beyond the final grade of their original school, OR
2. The student was not enrolled in any Philadelphia school in Year Two, and their Year One enrollment record indicates they were not yet enrolled in the school's final grade
- d. Assign a graduation flag to each student:
 - i. GRADUATED, if the student graduated from the school at which they were enrolled in Year One before the beginning of Year Two.
 - ii. DID NOT GRADUATE (from their original school), if the student did not graduate, did not graduate before the beginning of Year Two, or graduated from a different school.
- e. Assign a school closure flag to each student:
 - i. SCHOOL CLOSED, if the student was enrolled in a school that closed between the end of Year One and the beginning of Year Two.
 - ii. SCHOOL REMAINED OPEN, if the school remained open in Year Two.
6. Assign a retention flag to each student:
 - a. RETAINED, if any of the following conditions holds:
 - i. The student was RETAINED WITHIN-YEAR and was RETAINED ACROSS-YEAR, OR
 - ii. The student was RETAINED WITHIN-YEAR and the SCHOOL CLOSED, OR
 - iii. The student was PROMOTED, OR
 - iv. The student GRADUATED.
 - b. NOT RETAINED, if any of the following conditions holds:
 - i. The student was NOT RETAINED WITHIN-YEAR and DID NOT GRADUATE, OR
 - ii. The student was RETAINED WITHIN-YEAR, but was NOT RETAINED ACROSS-YEAR, DID NOT GRADUATE, was NOT PROMOTED, and the SCHOOL REMAINED OPEN.
7. Assign an outcome flag to each non-retained student:
 - a. TRANSFERRED WITHIN NETWORK, if the student was NOT RETAINED and the student's Year Two school is an alternative school.
 - b. TRANSFERRED OUTSIDE OF NETWORK, if the student was NOT RETAINED and the student's Year Two school is not part an alternative school.
 - c. LEFT SYSTEM, if the student was NOT RETAINED and the student is not enrolled in Year Two.
8. Calculate the retention metric as follows:
 - a. ANNUAL RETENTION RATE: Total number of students who were retained (6a) divided by the total number of students (6a + 6b)
 - b. NETWORK TRANSFER: Total number of students who transferred to another alternative school (7a) divided by the total number of students (6a + 6b)

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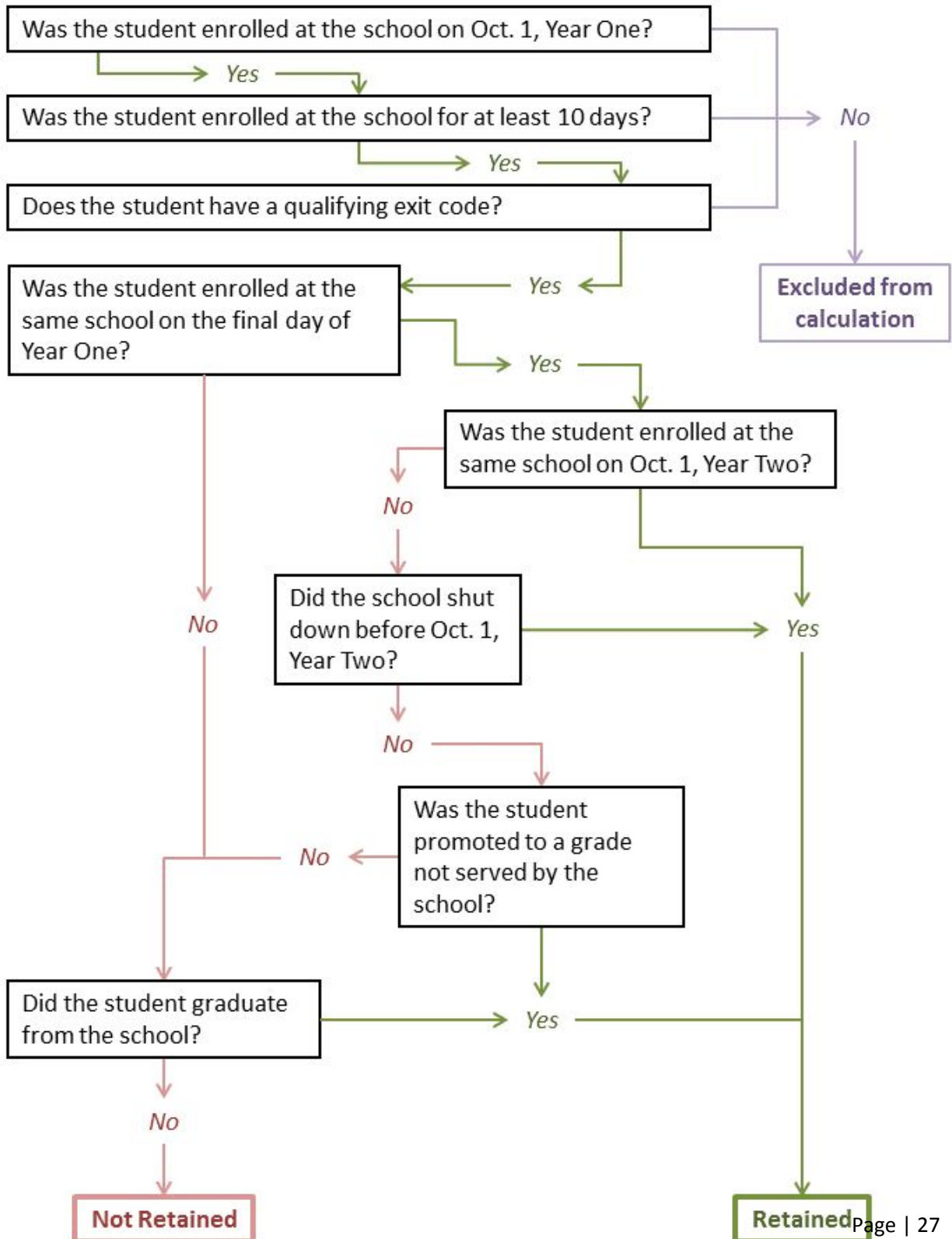
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- c. NON-NETWORK TRANSFER: Total number of students who transferred to a non-alternative school (7b) divided by the total number of students (6a + 6b)
 - d. LEFT PHILADELPHIA SYSTEM: Total number of students who left the system (7c) divided by the total number of students (6a + 6b)
9. Assign an exception code as appropriate:
- a. NOT APPLICABLE, if the program is designed as a one-year Accelerated program.
 - b. INSUFFICIENT SAMPLE, if the school has fewer than 20 eligible students.

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ATTENDANCE RATE

(% of Students Attending 95% or More of Instructional Days; % of Students Attending 85% or More of Instructional Days; % of Students Attending 80% or More of Instructional Days)

Metric Description and General Principles

- The AEPR attendance rate metric is the percent of students who attended a certain percentage of the time for which they were enrolled at a school.
 - For AEDY programs, the metric examines the percentage of students who attended at least 80% or more of instructional days.
 - For Accelerated, Continuation, and Adult Diploma programs, the metric examines the percentage of students who attended 85% or more of instructional days.
 - For Dual Enrollment programs, the metric examines the percentage of students who attended 95% or more of instructional days.
 - In addition, the AEPR displays unscored information on the percent of students who attended 95% or more of instructional days, 90-95% of instructional days, 85-90% of instructional days, 80-85% of instructional days, and less than 80% of instructional days for which they were enrolled.
- This metric includes all students enrolled at a school for 10 or more days. Students who are enrolled at multiple schools for 10 or more days are included in each of those schools' metric scores.
- This metric applies to all schools and students in all grades.

Data Source

- Attendance information from SDP's student information system
- Enrollment confirmation self-reported by schools through data packets

Business Rules for Attendance Rate Calculation

1. Ensure that the number of days for which a student was marked absent from a school is less than or equal to the number of days for which they were enrolled at that school during the 2018-2019 school year.
2. Remove students who were enrolled in a school for less than 10 days during the 2018-2019 school year or for whom the school did not confirm enrollment.
3. Calculate the percentage of days for which a student attended school:
 - a. The total number of days for which the student was not absent, divided by the total number of days for which the student was enrolled at a school

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4. Assign an attendance rate flag to each student:
 - a. ATTENDED 95%, if the student attended at least 95% of enrolled days
 - b. ATTENDED 90-95%, if the student attended at least 90% but less than 95% of enrolled days
 - c. ATTENDED 85-90%, if the student attended at least 85% but less than 90% of enrolled days
 - d. ATTENDED 80-85%, if the student attended at least 80% but less than 85% of enrolled days
 - e. ATTENDED LESS THAN 80%, if the student attended less than 80% of enrolled days
5. Calculate the attendance rate metric as follows:
 - a. For Dual Enrollment programs, total number of students with attendance of at least 95% (4a) divided by the total number of eligible students (4a + 4b + 4c + 4d + 4e)
 - b. For Accelerated and Adult Diploma programs, total number of students with attendance of at least 85% (4a + 4b + 4c) divided by the total number of eligible students (4a + 4b + 4c + 4d + 4e)
 - c. For AEDY programs, total number of students with attendance of at least 80% (4a + 4b + 4c + 4d) divided by the total number of eligible students (4a + 4b + 4c + 4d + 4e)
6. Assign an exception code as appropriate:
 - a. INSUFFICIENT SAMPLE, if the school has fewer than 20 eligible students

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CHANGE IN ATTENDANCE RATE

(Average Change in Student Attendance)

Metric Description and General Principles

- The attendance change metric is the average change in the student-level attendance rate for students who are new to the alternative program.
- This metric includes all students who were enrolled at a school for 10 or more days in 2018-2019 and who were enrolled at *other* District, Charter, or Alternative schools for 10 or more days in 2017-2018.
- This metric applies to Accelerated and Continuation programs only.

Data Source

- Attendance information from SDP's student information system and, for students who attended charter schools in the 2017-2018 academic year, from data packets.
- Enrollment confirmation self-reported by schools through data packets

Business Rules for Attendance Rate Change Calculation

1. Remove students for whom the school did not confirm enrollment or who were enrolled in the school for less than 10 days during the 2018-19 school year.
2. Remove students who were previously enrolled in the same school at any point during the 2017-2018 school year.
3. Remove students who were enrolled for less than 10 days across all schools at which they were enrolled during the 2017-2018 school year.
4. Calculate the percentage of days for which a student attended school in 2018-2019:
 - a. The total number of days for which the student was absent, divided by the total number of days for which the student was enrolled at a school
5. Calculate the percentage of days for which a student attended school in 2017-2018:
 - a. The total number of days for which the student was absent at all schools in which they were enrolled, divided by the total number of days for which the student was enrolled at all schools.
6. By school, calculate the average change in student attendance rate as follows:
 - a. Average of the student-level change in attendance (4a - 5a).
7. Assign an exception code as appropriate:
 - a. INSUFFICIENT SAMPLE, if the school has fewer than 20 eligible students

OUT-OF-SCHOOL SUSPENSION RATE
(% of Students with Zero Out-of-School Suspensions)

Metric Description and General Principles

- The AEPR out-of-school suspension rate metric is the percent of students who received zero out-of-school suspensions during the school year.
- This metric includes all students enrolled at a school for 10 or more days. Students who are enrolled at multiple schools for 10 or more days are included in each of those schools' metric scores.
- This metric applies to AEDY, Continuation, and Accelerated programs only.

Data Source

- Enrollment and suspension information from SDP's student information system
- Enrollment confirmation information reported directly by schools through data packets

Business Rules for Out-of-School Suspension Rate Calculation

1. Remove students who were enrolled in a school for fewer than 10 days during the 2018-2019 school year or for whom enrollment was not confirmed by the school.
2. Keep students enrolled in AEDY, Continuation, or Accelerated programs.
3. Assign an out-of-school suspension flag to each student:
 - a. NOT SUSPENDED, if the student received no out-of-school suspensions during the 2018-2019 school year
 - b. SUSPENDED, if the student received 1 or more out-of-school suspensions during the 2018-2019 school year
4. Calculate the out-of-school suspension rate metric as follows:
 - a. Total number of students with no out-of-school suspensions (2a) divided by the total number of students (2a + 2b)
5. Assign an exception code as appropriate:
 - a. INSUFFICIENT SAMPLE, if the school has fewer than 20 eligible students

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SUSPENSIONS CHANGE

(% of Students Reducing Suspensions)

Metric Description and General Principles

- The suspension change metric is the percentage of students who are new to an alternative program who did not receive an out-of-school suspension during the school year or who experienced a reduction in their number of out-of-school suspensions by the standardized equivalent of one suspension from the prior year.
- The number of suspensions that students received in each year is standardized to account for the fact that students may not have been enrolled in a school for the full 2018-2019 academic year, students may not have been enrolled in one or more schools for the full 2017-2018 academic year, or the academic calendars for the two years may have differed in length.
- This metric includes all students who were enrolled at a school for 10 or more days in 2018-2019 and who were enrolled at *other* District, Charter, or Alternative schools for 10 or more days in 2017-2018.
- This metric applies to Accelerated, AEDY, and Continuation programs only.

Data Source

- Suspension information from SDP's student information system and, for students who attended charter schools in the 2017-2018 academic year, from data packets.
- Enrollment confirmation self-reported by schools through data packets

Business Rules for Suspensions Change Calculation

1. Remove students for whom the school did not confirm enrollment and students who were enrolled in the school for less than 10 days during the 2018-19 school year.
2. Remove students who were enrolled in the same school at any point during the 2017-2018 school year.
3. Remove students who were enrolled for less than 10 days across all schools at which they were enrolled during the 2017-2018 school year.
4. Determine the standardized number of suspensions that a student received at the school in the 2018-2019 school year:
 - a. $(180 \times \text{Number of Suspensions}) / \text{Number of Enrolled Days}$
5. Determine the standardized number of suspensions that a student received at all of the schools in which they were enrolled during the 2016-2017 school year:

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- a. $(180 \times \text{Number of Suspensions All Schools}) / \text{Number of Enrolled Days Across All Schools}$
6. Create a flag for the student's change in suspensions:
 - a. NOT SUSPENDED, if the student was not suspended during the 2018-2019 school year.
 - b. REDUCED SUSPENSIONS, if
 - i. The student had one or more suspensions during the 2018-2019 school year AND
 - ii. The student's adjusted number of suspensions in 2018-2019 was at least one less than their adjusted number of suspensions in 2017-2018 ($4a - 5a \leq -1$).
 - c. DID NOT REDUCE SUSPENSIONS, if
 - i. The student had one or more suspensions during the 2018-2019 school year AND
 - ii. The student's number of suspensions in 2018-2019 was not at least one less than their number of suspensions in 2017-2018 ($4a - 5a > -1$).
7. Calculate the out-of-school suspension rate metric as follows:
 - a. Total number of students who were NOT SUSPENDED or who REDUCED ($6a + 6b$) divided by the total number of students ($6a + 6b + 6c$)
8. Assign an exception code as appropriate:
 - a. INSUFFICIENT SAMPLE, if the school has fewer than 20 eligible students

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VIOLENT INCIDENTS RATE

(% of Students Involved in Violent Incidents)

Metric Description and General Principles

- The violent incidents rate is the percentage of students who were involved as defendants in violent incidents.
 - Morals offenses are not included in this rate.
 - Violent incidents are defined as such by the Pennsylvania Department of Education and exclude many offenses that might be commonly thought of as violent.
- Adult Diploma programs are eligible for this metric.
- This metric is reverse-coded, so that a lower rate indicates a more positive outcome.

Data Source

- Enrollment information and incident information from SDP's student information system
- Enrollment confirmation reported directly by schools through data packets

Business Rules for Violent Incidents Rate Calculation

1. Keep students who were confirmed by the school and who were enrolled at for at least 10 days.
2. Assign a violent incidents flag to each student:
 - a. INVOLVED IN VIOLENT INCIDENT(S), if the student was involved as a defendant in at least one violent incident.
 - b. NOT INVOLVED IN VIOLENT INCIDENT, if the student was not involved as a defendant in at least one violent incident.
3. Calculate the violent incidents metric as follows:
 - a. Total number of students who were involved in violent incidents (2a) divided by the total number of students (2a + 2b).
4. Assign an exception code as appropriate:
 - a. DATA NOT AVAILABLE, if the school did not submit a data packet
 - b. INSUFFICIENT SAMPLE, if the school has fewer than 20 eligible students

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EXPULSION RATE

(% of Students Expelled)

Metric Description and General Principles

- The expulsion rate metric is the percentage of students who were expelled overall. Informational indicators on the percentage of students who were expelled by the college program and on the percentage of students who were expelled by the alternative program are also included.
- This metric is reverse-coded, so that a lower rate indicates a more positive outcome.
- Dual Enrollment programs are eligible for this metric.
- This information is self-reported by the programs.

Data Source

- Enrollment information from SDP's student information system
- Enrollment confirmation and expulsion information reported directly by schools through data packets

Business Rules for Expulsion Calculation

1. Keep students who were enrolled at Dual Enrollment programs, whose enrollment was confirmed by their program, and who were enrolled for at least 10 days.
2. Assign one performance flag to each student:
 - a. EXPELLED BY PROGRAM, if the student was expelled by the dual enrollment program
 - b. EXPELLED BY COLLEGE, if the student was expelled by the partner institute of higher education
 - c. NOT EXPELLED, if the student was not expelled
3. Calculate the expulsion metric as follows:
 - a. Total number of students who were expelled by the program or college (2a + 2b) divided by the total number of students (2a + 2b + 2c)
4. Assign an exception code as appropriate:
 - a. DATA NOT AVAILABLE, if the school did not submit a data packet
 - b. INSUFFICIENT SAMPLE, if the school has fewer than 20 eligible students

STUDENT SURVEY METRICS

(Student Survey: Climate Rating; Student Survey: College and Career Rating)

Metric Description and General Principles

- The School District of Philadelphia administers surveys each spring to students in District, alternative, and charter schools, their parents and guardians, teachers, and principals. These surveys are designed to capture feedback on key topics related to school improvement.
- The AEPR includes two metrics based on the annual survey of students: the percentage of students who gave their school the highest possible rating for climate and the percentage of high school students who report high levels of college and career readiness.
 - These metrics reflect only a subset of the items on the full student survey.
 - The student survey participation rate is also displayed, but does not factor into a school's overall score.
- Either at least 50 students in Grades 3-12, or at least 25% of students in Grades 3-12 – whichever is greater – must respond to the survey.
 - This threshold is intended to protect the privacy of respondents.
 - If the number of student participants does not meet this threshold, then the school receives a rating of 0 for all student survey metrics.
 - If fewer than 50 students in a school are eligible to participate in the survey, the metric is suppressed.

Data Source

- Survey results from the SDP Office of Research and Evaluation

Business Rules for Survey Rating Calculations

1. Determine the number of students enrolled in grades 3-12 on May 31st.
2. Determine response rates for each school:
 - a. PARTICIPATED, if the student completed at least one item on the survey.
 - b. DID NOT PARTICIPATE, if the student did not complete at least one item on the survey.
 - c. PARTICIPATION RATE: Total number of students enrolled at a school on May 31st that participated (2a) divided by the total number of students enrolled (1).
3. Assign a climate subscale flag for each climate related question completed on the student survey:
 - a. POSITIVE CLIMATE RESPONSE, if the student selected the most positive response option (e.g. *Strongly agree, Most or all of the time, etc.*).

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- b. NON-POSITIVE CLIMATE RESPONSE if the student selected a response other than the most positive.
4. Assign a college and career rating flag for each college and career readiness related question:
 - a. POSITIVE COLLEGE AND CAREER RESPONSE, if the student selected the most positive response option.
 - b. NON-POSITIVE COLLEGE AND CAREER RESPONSE if the student selected a response other than the most positive.
5. Calculate metric scores:
 - a. CLIMATE SUBSCALE RATING: For each climate subscale, total number of subscale questions that were given the most positive response (3a) divided by total number of responses to corresponding subscale questions (3a + 3b).
 - b. OVERALL CLIMATE RATING: Average of all climate subscale scores.
 - c. COLLEGE AND CAREER RATING: Total number of college and career related questions that were given the most positive response (4a), divided by the total number of responses to college and career related questions (4a + 4b).
6. Adjust scores at schools with low response rates:
 - a. If the participation rate was less than 25%, or if the number of participants was fewer than 50, change the metric score to 0.
7. Assign exception codes:
 - a. INSUFFICIENT SAMPLE, if the school serves any grade between third and twelfth grade but had less than 50 students enrolled in eligible grades.

PARENT SURVEY METRIC

(Parent/Guardian Survey: Climate Rating)

Metric Description and General Principles

- The School District of Philadelphia administers surveys each spring to students in District public and charter schools, their parents and guardians, teachers, and principals. These surveys are designed to capture feedback on key topics related to school improvement.
- The AEPR includes one based on the annual survey of parents and guardians: the percentage of parents who gave their school the highest possible rating for climate. This metric reflects only a subset of the items on the full parent/guardian survey.
 - The percentage of parents who complete the survey is also displayed.
- In order to receive a score for the parent climate rating, the school must achieve a minimum participation rate. Specifically, parents from at least 10% of households represented at the school must respond to the survey.
 - This threshold is intended to protect the privacy of respondents.
 - If the number of parent participants does not meet this threshold, then the school automatically receives a score of 0 for the parent climate rating.
- Only AEDY, Continuation, and Accelerated programs receive the parent survey metric.

Data Source

- Survey information from the SDP Office of Research and Evaluation

Business Rules for Survey Ratings Calculations

1. Determine the number of households from which students enrolled in grades K-12 on May 31st.
2. Determine response rates for each school:
 - a. PARTICIPATED, if the parent completed at least one item on the survey.
 - b. DID NOT PARTICIPATE, if the parent did not complete at least one item on the survey.
 - c. PARTICIPATION RATE: Total number of households of students enrolled at a school on May 31st from which parents participated (2a) divided by the total number of households (1).
3. Assign a climate flag for each climate related question completed on the parent survey:
 - a. POSITIVE CLIMATE RESPONSE, if the parent selected the most positive response option (e.g. *Strongly agree, Most or all of the time* etc.).
 - b. NON-POSITIVE CLIMATE RESPONSE if the parent selected a response other than the most positive.

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4. Calculate metric scores:
 - a. CLIMATE SUBSCALE RATING: For each climate subscale, total number of subscale questions that were given the most positive response (3a) divided by total number of responses to corresponding subscale questions (3a + 3b).
 - b. OVERALL CLIMATE RATING: Average of all climate subscale scores.
5. Adjust scores at schools with low response rates:
 - a. If the participation rate was less than 10%, set the CLIMATE RATING metric to 0.

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GRADUATION RATE

(Annual Graduation Rate; Total Number of Graduates)

Metric Description and General Principles

- The AEPR annual graduation rate metric includes the percentage of students expected to graduate in the current year who did so.
 - Students are identified as expected to graduate based on their credit accumulation:
 - Accelerated students and Dual Enrollment students are expected to graduate if they are within 8 credits of graduation at the beginning of the school year.
 - AEDY students are expected to graduate if they are within 6 credits of graduation at the beginning of the school year.
 - Adult Diploma students are expected to graduate if they are enrolled for 3 trimesters and are within 6 credits of graduating, if they are enrolled for 2 trimesters and are within 4 credits of graduating, or if they are enrolled for 1 trimester and are within 2 credits of graduating.
 - Most students are expected to have 23.5 credits in order to graduate. However, some students – especially those at Adult Diplomas – may have a different number of required credits. This is because students are expected to meet the graduation requirements that were in place when they first began high school.
- Students must be enrolled on October 1 (or November 1, for Adult Diplomas) in order to be included in the annual graduation rate.
- The total number of graduates is also displayed. This display information includes students who needed to earn more than the expected number of credits as well as students who had no prior credit information in the Student Information System.
- To allow for summer graduates, the graduation window extends through September 30 of the following academic year (or, for Adult Diplomas, through October 31 of the following academic year). For the 2018-2019 AEPR, students are counted as graduates if they exited by September 30 (or October 31), 2019.
- This metric applies to all programs serving high school grades.

Data Source

- Enrollment and credit information from SDP's student information system
- Enrollment confirmation reported directly by schools through data packets

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Business Rules for Graduation Rate Calculation

1. Keep students whose enrollment was confirmed by the school.
2. Identify the number of credits that each student needs in order to graduate.
3. Create a flag for whether students were enrolled at the beginning of the academic year:
 - a. ENROLLED, if the student was enrolled on October 1, 2018 (November 1, 2018 for Adult Diplomas)
 - b. NOT ENROLLED, if the student was not enrolled on October 1, 2018 (November 1, 2018 for Adult Diplomas)
4. Create a flag for whether students' number of credits indicate that they were expected to graduate:
 - a. EXPECTED TO GRADUATE, if the student was in a Dual Enrollment or Accelerated program and needed 8 or fewer credits, if the student was in an AEDY program and needed 6 or fewer credits, or if the student was in an Adult Diploma program and needed fewer than 2 credits for each trimester enrolled (e.g., 4 or fewer credits for students enrolled for 2 trimesters)
 - b. NOT EXPECTED TO GRADUATE, if the student needed more than the above number of credits in order to graduate
5. Assign a graduation flag to each student:
 - a. GRADUATED, if the student's exit code indicates that he/she graduated between October 1, 2018 and September 30, 2019 (or, for Adult Diploma programs, between November 1, 2018 and October 31, 2019).
 - b. DID NOT GRADUATE, if the student did not graduate between those dates.
6. Remove students whose exit codes indicate that they are "non-drop departures" (students who are not expected to return to a Philadelphia school – e.g., they moved out of the country or passed away).
7. Assign an annual graduation metric to each student:
 - a. EXPECTED TO GRADUATE AND DID SO, if the student was ENROLLED and EXPECTED TO GRADUATE and GRADUATED
 - b. EXPECTED TO GRADUATE, if the student was ENROLLED and EXPECTED TO GRADUATE and DID NOT GRADUATE
8. Calculate the graduation rate as follows:
 - a. Total number of students who were expected to graduate and did so (7a) divided by total number expected to graduate (7a + 7b)
9. Calculate the total number of graduates as follows:
 - a. Total number of graduates (5a)
10. Assign an exception code as appropriate at the school level:
 - a. NOT APPLICABLE, if the school does not serve high school grades
 - b. INSUFFICIENT SAMPLE, if the school has fewer than 20 eligible students

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COLLEGE MATRICULATION

(First-Year College Matriculation Rate; First-Fall College Matriculation Rate)

Metric Description and General Principles

- The AEPR First-Year College Matriculation metric is the percentage of graduates who enroll in a post-secondary institution in the first spring and/or fall semester following their high school graduation date.
 - Because this metric looks at enrollment over the course of two semesters, it is a lagged indicator and includes students who graduated in the year prior to the AEPR focus year (i.e., for the 2018-2019 AEPR, looks at students who graduated during the 2017-2018 school year).
- This metric applies only to AEDY, Dual Enrollment, and Accelerated high schools.
- All students who graduated between October 1, 2017, and September 30, 2018, are eligible, regardless of when during the year they graduated.
- Students are only eligible for the metric if they graduated and are attributed to the high school from which they graduated.
- Students count as having matriculated if they were enrolled at any type of post-secondary institution (e.g., community college, technical schools, or public or private four-year universities) at any point in the first two semesters after their high school graduation.
- Data for this metric is obtained from the National Student Clearinghouse (NSC), an organization that collects data from post-secondary institutions across the country, including more than 3,600 public and private colleges, universities, trade schools, and vocational schools.
 - In order to be counted as having matriculated, a student must attend a school that submits enrollment data to the NSC. Ninety-seven percent of all postsecondary students attend programs/schools that do so.²

Data Source

- Graduation information from SDP's student information system
- Post-secondary matriculation from NSC

² <https://studentclearinghouse.info/onestop/wp-content/uploads/NSCFactSheet.pdf>

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Business Rules for First-Year College Matriculation Rate Calculation

1. Restrict the sample to students who graduated between October 1, 2017, and September 30, 2018.
2. Create a flag for when the student graduated from high school:
 - a. FALL GRADUATE, if the student graduated on or before December 31, 2017
 - b. SPRING GRADUATE, if the student graduated on or after January 1, 2018
3. Based on the returned NSC data, create flags for whether the student enrolled in the first semester after their high school graduation:
 - a. ENROLLED IN SEMESTER ONE, if either of the following conditions holds:
 - i. The student was a FALL GRADUATE and enrolled in college between 2/1/2018 and 3/31/2018
 - ii. The student was a SPRING GRADUATE and enrolled in college between 8/15/2018 and 10/31/2018
 - b. DID NOT ENROLL IN SEMESTER ONE, if neither of the above conditions are met
4. Based on the returned NSC data, create flags for whether the student enrolled in the second semester after their high school graduation:
 - a. ENROLLED IN SEMESTER TWO,
 - i. The student was a FALL GRADUATE and enrolled in college between 8/15/2018 and 10/31/2018
 - ii. The student was a SPRING GRADUATE and enrolled in college between 2/1/2019 and 3/31/2019
 - b. DID NOT ENROLL IN SEMESTER TWO, if neither of the above conditions are met
5. Assign a matriculation flag to each student:
 - a. MATRICULATED IN FIRST SEMESTER, if the student ENROLLED IN SEMESTER ONE
 - b. MATRICULATED IN SECOND SEMESTER, if the student ENROLLED IN SEMESTER TWO
 - c. NOT MATRICULATED, if the student DID NOT ENROLL IN SEMESTER ONE and DID NOT ENROLL IN SEMESTER TWO
6. Calculate matriculation rate metrics as follows:
 - a. First-year matriculation rate: Total number of students who matriculated in their first or second semester (5a + 5b) divided by total number of graduates (5a + 5b + 5c).
 - b. First-semester matriculation rate: Total number of students who matriculated in their first semester (5a) divided by the total number of graduates (5a + 5b + 5c)
7. Assign an exception code as appropriate:
 - a. NOT APPLICABLE, if the school was not operational in the 2017-2018 year
 - b. NOT APPLICABLE, if the school was operational but did not serve 12th grade in the 2017-2018 year
 - c. INSUFFICIENT SAMPLE, if the school has less than 20 students who graduated

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SAT, PSAT, and ACT PARTICIPATION AND PERFORMANCE

(SAT/ACT Participation Rate; PSAT, SAT, and ACT Participation; Meeting CCP Benchmark)

Metric Description and General Principles

- The SAT, PSAT, and ACT participation and performance metric differs by program type:
 - Accelerated programs are evaluated on the SAT/ACT participation rate, or the percentage of 12th graders who participated in either the SAT or ACT while in high school.
 - AEDY programs are evaluated on the PSAT, SAT, and ACT participation rate, or the percentage of 10th graders who participated in the PSAT and 11th and 12th graders who participated in either SAT or ACT.
- In addition, the AEPR displays unscored information on the percentage of students who participated in the ACT or SAT and scored at the levels required on the ACT (21 or higher in English and 17 or higher in Mathematics) or the SAT (510 or higher in English and 470 or higher in Mathematics) to be exempt from placement tests at the Community College of Philadelphia (CCP).
- Students must be enrolled for at least 90 days in order to be included in this metric.
- Accelerated high school programs and AEDY programs are eligible for this metric.

Data Source

- PSAT and SAT information from the College Board
- ACT information from the ACT
- Enrollment information from SDP's student information system
- Enrollment confirmation reported directly by schools through data packets

Business Rules for SAT, PSAT, and ACT Participation and Performance Calculation

1. Prepare the SAT data file:
 - a. Divide the dataset into assessments that occurred before March 1, 2016, and assessments that occurred on or after March 1, 2016.³
 - b. For assessments that occurred before March 1, 2016:
 - i. Keep a single record for each student containing the student's best pre-March 1st score in each subject area, even if those scores came from different test dates.
 - c. For assessments that occurred on or after March 1, 2016:

³ The College Board updated the SAT in March 2016, including a revision of the scoring system. The SPR considers a student to have demonstrated college readiness if they scored as such according to the scoring system at the time they took the exam.

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- i. Keep a single record for each student containing the student's best post-March 1st score in each subject area, even if those scores came from different test dates.
 - d. Re-combine the datasets.
 - e. If a student has a record in both the pre-March 1st and post-March 1st datasets, keep both records. Otherwise, students should have only one record.
2. Prepare the ACT data file:
 - a. Keep a single record for each student containing the student's best scores in English and Mathematics.
 - i. If a student has more than one entry in the file, use their best score for each subject area, even if those scores came from different test dates.
3. Prepare the PSAT data file:
 - a. Keep a single record for each student.
4. Prepare the enrollment data file:
 - a. Keep only students whose enrollment was confirmed by the school, who were enrolled for 90 days, whose were enrolled through the end of the academic year or graduated, and who:
 - i. Were 12th grade students at Accelerated programs, OR
 - ii. Were 10th, 11th, or 12th grade students at AEDY programs
5. Combine the enrollment data set with the prepared SAT, PSAT, and ACT data sets, matching the students who took one or more tests to their scores.
6. Assign a participation flag:
 - a. PARTICIPATED, if the student:
 - i. Was enrolled in 10th grade at an AEDY program and took the PSAT, OR
 - ii. Was enrolled in 11th or 12th grade at an AEDY program and took the SAT or ACT, OR
 - iii. Was enrolled in 12th grade at an Accelerated program and took the SAT or ACT
 - b. DID NOT PARTICIPATE, if the student did not participate in any of the assessments required for their grade level
7. Assign a college-ready flag:
 - a. MET PERFORMANCE STANDARD if the student was an 11th or 12th grader at an AEDY program or a 12th grader at an Accelerated program and met the CCP performance standard on either or both assessments:
 - i. The student took the old SAT and scored at least a 510 in English and at least a 470 in Mathematics
 - ii. The student took the new SAT and score at least 560 in English and at least 510 in Mathematics
 - iii. The student took the ACT and scored at least a 21 in English and at least a 17 in Mathematics
 - b. DID NOT MEET THE PERFORMANCE STANDARD if:

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- i. The student did not take either assessment, OR
 - ii. The student took one or both assessments but did not meet the performance standard in either.
8. Calculate the PSAT, SAT, and ACT participation rate as follows:
 - a. Total number of students participating in the assessment (6a) divided by the total number of students (6a + 6b)
9. Calculate the rate of students meeting the CCP benchmark as follows:
 - a. Total number of students meeting the performance standard (7a) divided by the total number of students (7a + 7b)
10. Assign an exception code as appropriate:
 - a. NOT APPLICABLE, if the school is an AEDY program but does not serve students in grades 10-12.
 - b. NOT APPLICABLE, if the school is an Accelerated program but does not serve students in grade 12.
 - c. INSUFFICIENT SAMPLE, if the school has fewer than 20 students who qualified for the metric.

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POST-GRADUATION PREPARATION

(FAFSA and College Application OR Job Application Completion; FAFSA OR Job Application Completion; FAFSA Completion Rate)

Metric Description and General Principles

- The AEPR post-graduation preparation metrics measure the extent to which students have taken steps to enter college or the workforce after high school graduation.
- Students are eligible for the metric if they graduated from an Accelerated, Dual Enrollment, or AEDY program during the 2018-2019 school year.
 - Students in Accelerated and AEDY programs are expected to complete either three job applications or three college applications and the FAFSA.
 - Students in Dual Enrollment programs are expected to complete either three job applications or the FAFSA.
- The AEPR also includes an informational metric on the percentage of graduates who completed the FAFSA.
- The School District relies on the Pennsylvania Higher Education Assistance Agency (PHEAA) to provide information on which students completed the FAFSA.

Data Source

- Enrollment information from SDP's student information system
- FAFSA completion data from PHEAA
- Job application, college application, and enrollment confirmation information reported directly by schools through data packets

Business Rules for FAFSA Completion Rate

1. Keep only students who:
 - a. Graduated between October 1, 2018 and September 30, 2019.
 - b. Had their enrollment confirmed by the school.
2. Combine the prepared enrollment data file with the FAFSA file from PHEAA.
3. Assign a FAFSA completion flag to each student:
 - a. COMPLETED FAFSA, if the student has a record in the PHEAA FAFSA file indicating they completed the form.
 - b. DID NOT COMPLETE FAFSA, if the student has no record in the PHEAA FAFSA file or if their record indicates they did not complete the form.
4. Assign a college application completion flag to each student:
 - a. COMPLETED COLLEGE APPLICATIONS, if the student completed at least three college applications.

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- b. DID NOT COMPLETE COLLEGE APPLICATIONS, if the student did not complete at least three college applications.
 5. Assign a job application completion flag to each student:
 - a. COMPLETED JOB APPLICATIONS, if the student completed at least three job applications.
 - b. DID NOT COMPLETE JOB APPLICATIONS, if the student did not complete at least three job applications.
 6. Create a post-graduation preparation flag for each student:
 - a. COMPLETED POST-GRADUATION PREPARATION, if the student:
 - i. Graduated from a Dual Enrollment program and COMPLETED FAFSA **or** COMPLETED JOB APPLICATIONS, or
 - ii. Graduated from an Accelerated or AEDY program and COMPLETED JOB APPLICATIONS, or
 - iii. Graduated from an Accelerated or AEDY program and COMPLETED COLLEGE APPLICATIONS **and** COMPLETED FAFSA.
 - b. DID NOT COMPLETE POST-GRADUATION PREPARATION, if the student:
 - i. Graduated from a Dual Enrollment program and DID NOT COMPLETE FAFSA **and** DID NOT COMPLETE JOB APPLICATIONS
 - ii. Graduated from an Accelerated or AEDY program and DID NOT COMPLETE JOB APPLICATIONS **and** (DID NOT COMPLETE COLLEGE APPLICATIONS **or** DID NOT COMPLETE FAFSA)
 7. Calculate the post-graduation preparation rate as follows:
 - a. Total number of graduates who completed post-graduation preparation (6a) divided by the total number of graduates (6a + 6b)
 8. Calculate the FAFSA completion rate as follows:
 - a. Total number of graduates who completed the form (3a) divided by the total number of graduates (3a + 3b)
 9. Assign an exception code as appropriate:
 - a. NOT APPLICABLE, if the school did not serve any graduating students.
 - b. INSUFFICIENT SAMPLE, if there were fewer than 20 eligible students.

Overall Scores and Performance Tier Assignments

Metric Description and General Principles

- This portion of the documentation describes how final AEPR scores and ratings are calculated.
 - First, it explains how metric scores are assigned to a specific performance tier (Exceptional, Target, Near Target, Did Not Meet).
 - Second, it explains how those performance tiers are turned into an overall score.
 - Last, it explains how the overall score is converted to a performance tier (Excelling, Achieving, Approaching, or Underperforming).

- Metric performance tiers are a function of several numbers:
 - The **metric score** (whose calculations are described in accompanying business rules documentation)
 - The **performance standards** established for programs in their contracts

- Contracts include information on the performance that schools must demonstrate on a metric to be considered exceptional, target/mid-range, or unacceptable. These values are converted into performance tiers on the AEPR as follows:
 - Performance tier of **Exceptional** is assigned to metric scores that are at or above the performance required for the exceptional label
 - Performance tier of **Target** is assigned to metric scores that are at or above the performance required for the target/mid-range label but below the exceptional label
 - Performance tier of **Near Target** is assigned to metric scores that are within 20% of the performance required for the target/mid-range label but below the target/mid-range label
 - For example, if the performance required for the target/mid-range label is 90%, the performance required for the near target performance tier is 72% [90% - (90% * 20%) = 72%]
 - Performance tier of **Not Meeting Target** is assigned to metric scores that are more than 20% away from the performance required for the target/mid-range label

- Based on the percentage of metrics at each tier, schools receive both an overall score.
 - The overall score reflects the percentage of metrics for which the performance tier is **Target** or **Exceptional**.
 - Schools receive an additional performance tier based on their overall score:
 - **Underperforming**, if the program met 0-24% of its targets

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- **Approaching**, if the program met 25-49% of its targets
 - **Achieving**, if the program met 50-74% of its targets
 - **Excelling**, if the program met 75-100% of its targets
- If a school is not eligible for a metric, whether because the school does not serve the grades to which the metric applies, because the school had too few students, or for any other reason, then:
 - The school is not scored for the metric; and
 - The metric does not factor into the school's overall score.

Data Source

- Metric-level calculations

Business Rules for Overall Scores and Performance Tier Assignments

1. Determine Metric Tiers:

- a. Append the metric files, and combine with the list of performance targets for each report type.
- b. Assign tiers to each metric according to performance relative to the contract targets:
 - i. If the metric score is less than the "Near Target" value, category should be "Did Not Meet".
 - ii. If the metric score is greater than or equal to the "Near Target" value and less than the "Target" value, category should be "Near Target".
 - iii. If the metric score is greater than or equal to the "Target" value and less than the "Exceptional" value, category should be "Target".
 - iv. If the metric score is greater than or equal to the "Exceptional" value, category should be "Exceptional".
- c. Replace as missing the tiers for any metric that has an exception.

2. Determine the Overall Score and Tier:

- a. Add the total number of metrics for which the school received a tier.
- b. Divide the number of metrics at each tier by the total number of metrics for which the school received a tier.
- c. Round the percentage of metrics at each tier to the nearest whole number.
- d. Add the percentage of metrics for which the program was at "Exceptional" and the percentage of metrics for which the program was at "Target".
- e. Assign a tier to the overall score according to overall percentage of targets met:
 - i. "Excelling" if the program was at "Target" or "Exceptional" for at least 75% of metrics

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- ii. “Achieving” if the program was at “Target” or “Exceptional” for 50% to 74% of metrics
 - iii. “Approaching” if the program was at “Target” or “Exceptional” for 25% to 49% of metrics
 - iv. “Underperforming” if the program was at “Target” or “Exceptional” for 0% to 24% of metrics
 - f. Replace the overall score and tier label with “Insufficient Data” if the school was eligible for less than half of the metrics associated with the report type.
3. **Calculate the Network Average for Each Metric:**
- a. Take the average of all metric scores that do not have an exception.