



IDAHO PUBLIC CHARTER SCHOOL COMMISSION

# GUIDANCE: REPORTING AUXILIARY DATA AT RENEWAL



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## Auxiliary Data

In July of their renewal year schools may choose to report auxiliary data to the PCSC. Renewal decisions are made primarily based on the annual reports issued to the school over the course of its current performance certificate term. However, some schools may feel that additional data may help the commissioners understand the context of their academic, operational, and financial outcomes.

If your school is considering submitting auxiliary data, please contact the PCSC staff for guidance with your specific situation.

### How to Send Your Student Level Data

For data security purposes, the PCSC has established a secure File Transfer Protocol site through the SDE. ISEE reports and PCSC mission specific goals are uploaded through the same process. **Student level data should only be submitted through the FTP site per PCSC instructions.** Do not submit send your student level data through any other method (e-mail, file sharing website, etc.).

Please follow these steps to submit data through the secure server:

1. Go to <https://sldstransfer.boardofed.idaho.gov>. Any staff member who has submitted ISEE reports will already have an account in this system through the State Department of Education. If you already have an account, proceed to step two. If you do not have an account, select “Other,” then select “Registration.”
2. Once you have registered, email Andy Mehl ([Andy.Mehl@osbe.idaho.gov](mailto:Andy.Mehl@osbe.idaho.gov)), our IT manager, letting him know that you have registered. He will then approve your access to the “Transfer” option. Once he has approved your request, you will be able to send documents in a secured environment.

Once your data is ready to submit, log back into the SLDS site (<https://sldstransfer.boardofed.idaho.gov>) and click on the “Transfer Files” icon. At that point there will be the option to select a file recipient. Scroll down to find Kirsten Pochop’s email address, [kirsten.pochop@osbe.idaho.gov](mailto:kirsten.pochop@osbe.idaho.gov). Then you can upload the file and send it. Be aware that you can only send one file at a time. Kirsten will receive an email when the file is received.

### Auxiliary Renewal Data Form

When submitting auxiliary data, please fill out the *Auxiliary Renewal Data Form* in addition to sending the supporting documentation. Please submit reliable, measurable, and objective evidence that is not already captured by your performance framework; noting that anecdotal information will not be considered. You are welcome to contact PCSC staff in advance of the July 15 deadline with any questions about what constitutes useful data. An example is provided below, as well as in the *PCSC Renewal Application and Guidance*.

Consider submitting data that separates different groups, such as at-risk students, general education students, LEP students, students who have been continuously enrolled for a significant period, etc. so that the results of one group do not mask those of another. Additionally, inclusion of academic growth data is strongly encouraged.

### Supporting Documentation

Supporting documentation should be sent for each issue addressed. In the majority of cases, data should be sent in an Excel document (not Word or Adobe). You may submit your supporting documentation in one Excel document with separate worksheets for each area, or you may submit separate documents. Please ensure that your school's name is in the title of each document. Also, include clear headers for your data, as well as any other explanatory notes, to ensure that we are able to understand your data.

Please provide as much detail as possible, particularly for any data points that were used to calculate your result. Because the data will be submitted through the secure FTP site, you may include student identifiers. Please include appropriate fields or notes that show your calculations. PCSC staff will be reviewing your data for accuracy and double-checking your calculations.

Here is an example of the type of data fields / detail we would expect to see in an Excel spreadsheet:

Student ID#	Name	Grade	IRI Score	Scored 3	Notes
001	Paul Anderson	3	2	1	
002	Eliza Collister	3	3	1	
003	Billy Graham	3	2	0	
004	Robert Jones	3	1	0	
005	Jose Morales	3	3	1	
006	Susan Smith	3	2	3	
6				3	50%
Students				Scored 3	% Scored Proficient