

2003-2004 Recommended Procedures for High School Transfers

The 2003-2004 ABCs performance results depend on accurate End-of-Course (EOC) data in the *Student Information Management System* (SIMS).

The key to tracking test scores is the **date**. For the past few years we have made an effort to assure complete historical data for each student in SIMS. The ABCs accountability program uses the students enrolled during the time period of July 1 through the first day of testing as the basis for the ABCs. During 2003-04 we must verify that SIMS contains complete historical testing data for prior years. However, if a student transfers during the second semester of the current year, some additional considerations arise this year for schools on the block schedule.

We still must enter historical EOC test records into SIMS from previous years. However, particular care must be taken with the scores of students who have taken EOC courses at other schools and then transferred during the current year because scores may be needed for high school prediction formulas at the new school, but shouldn't count toward the receiving school's performance composite. The following information will explain what is to be done for a student who transfers with EOC test scores taken from July 1 through the first day of testing.

To assist high schools in having a complete historical set of test records for each student the following procedures are recommended:

- A list of transfer students should be maintained for each high school that includes the student name, student ID and SSN, EOC subjects taken from July 1 through the first day of testing and EOC test(s) scores from the previous school. We recommend beginning your list at the beginning of second semester. The list only needs to reflect scores from the summer and fall as appropriate.
- The central office testing coordinator will be given this information at the end of the year to tag the student in the schools' masterbuild. ABCTools provides the means to tag the student.
- A key question to ask as students transfer into a new school is: Did you take any EOC test(s) during the first semester?
- Local school data managers should coordinate with other local school data managers in providing all accountability test scores to other schools when students transfer. Data managers should expect to be sending and/or receiving historical test scores for transfer students as quickly as possible. The Law states (G.S.115C-403b) "*When any child transfers from one school system to another school system, the receiving school shall, within 30 days of the child's enrollment, obtain the child's record from the school from which the child is transferring.*"

Example: If a student took an EOC subject first semester at one school, then transfers to another school for second semester, the second school needs the student's ID number and the test(s) they took in the first semester. Example: Suppose Biology, Algebra 1, Algebra 2 are taken during a prior school year and English 1 was taken during first semester of the current year. Then Biology, Algebra 1, and Algebra 2 should be entered into SIMS according to normal procedures. English 1 needs to be documented according to the above steps. The **date** takes care of EOC tests taken in previous years. We only need to provide this special documentation for EOC tests taken in the current year (July 1- first day of testing).