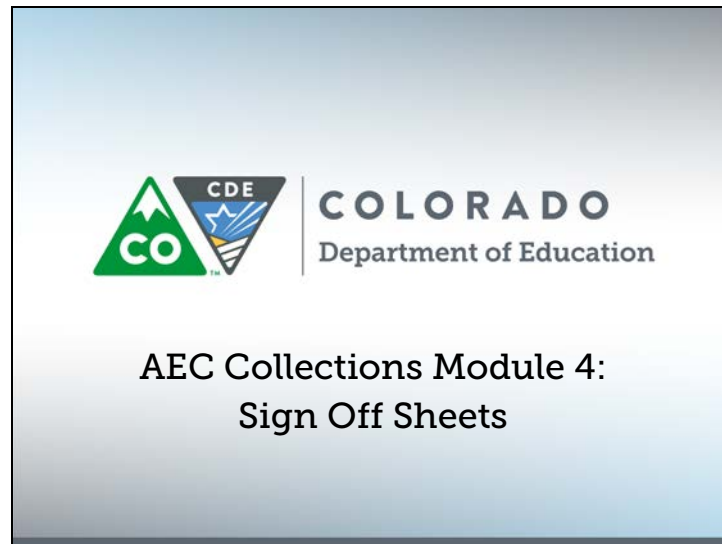
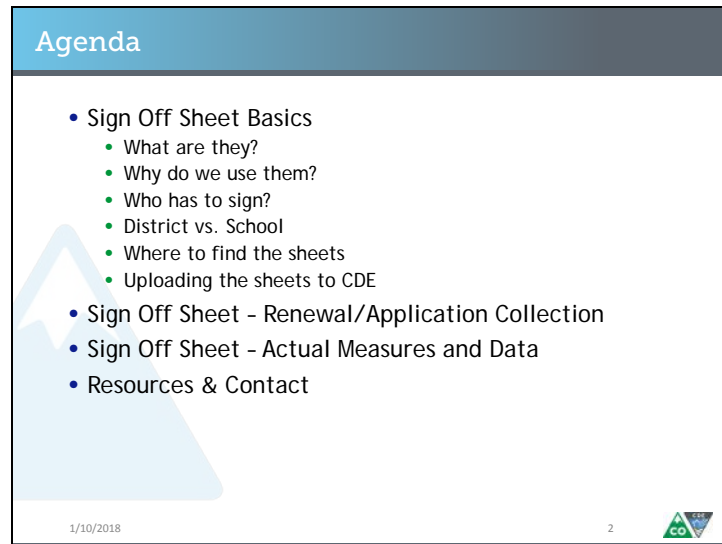


Slide 1



Welcome to the AEC Collections video module! My name is B Sanders, and this is the fourth AEC Collections video module. In this module, we will cover how to find the sign off sheets for the AEC Data Pipeline Collections, and where to upload them once you get the necessary signatures. To make sure we're on the same page, AEC stands for Alternative Education Campus. Let's get started.


Slide 2



The slide features a blue header with the word "Agenda" in white. The main content is a bulleted list. A light blue mountain graphic is on the left. The footer contains the date "1/10/2018", the number "2", and the AEC logo.

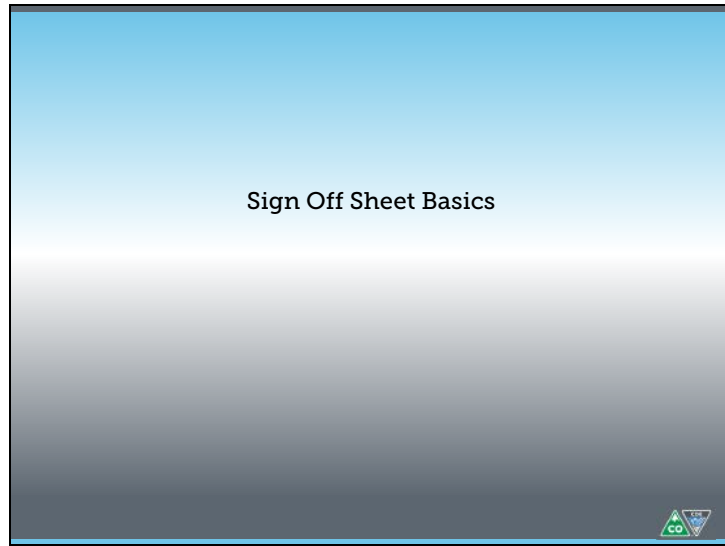
Agenda

- Sign Off Sheet Basics
 - What are they?
 - Why do we use them?
 - Who has to sign?
 - District vs. School
 - Where to find the sheets
 - Uploading the sheets to CDE
- Sign Off Sheet - Renewal/Application Collection
- Sign Off Sheet - Actual Measures and Data
- Resources & Contact

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Here's what we're going to talk about today. First, I'll go over the basics of sign off sheets for the AEC Data Pipeline Collections. Then, because the sign off sheets are slightly different for the Renewal/Application Collection and the Selection of Measures Collection, I'll go through each of those sign off sheets in detail. Finally, I'll end the module with a quick look at some helpful resources and contacts.

Slide 3




To start, we'll talk about the sign off sheets related to the AEC collections in some basic terms.

Slide 4

Sign Off Sheet Basics
What are they?

- Collection sign off sheets:
 - Are signed by individuals at a district or BOCES related to the data collection
 - Formalizes the process of the data collection and submission
 - Allows CDE to know that the data collection and submission has formal approval from the submitting district/BOCES
 - Documents who at the district/BOCES can be contacted with questions regarding a data collection or submission


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What is a sign off sheet? Most data collections have a sign off sheet. The reason sign off sheets are included in data collections is so that there is a formal paper trail for each data collection and submission. These are documents that allow the staff at CDE to know who at a given district or BOCES validated the quality of the data that was submitted to us.

Sign Off Sheet Basics
Why do we use them?

Sign off sheets:

- ✓ Establish that the data submitted (or *not* submitted) in a given collection is intentional and final from the district/BOCES
- ✓ For the AEC data collections, establish that both a staff member at the school level and the district level has signed off on the quality and validity of the data submitted to CDE


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Along those lines, the reason we use the sign off sheet process is two-fold. First, we want to make sure that the data that is submitted, or in some cases, the lack of data that is submitted, is considered final by the district or BOCES. In the case of the AEC Collections, for example, a sign off sheet should be submitted for the Selection of Measures process even if no actual measures are submitted. This way, we know that the district or BOCES intended for no measures to be submitted rather than simply forgot to submit something. Second, we need the sign off sheets to ensure that the appropriate people in the district or BOCES have had a chance to look through the data and attested to its quality.

Slide 6

Sign Off Sheet Basics
Who has to sign?

- ✓AEC Principal/School administrator
- ✓District/BOCES superintendent
- ✓District/BOCES School Board of Education President

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In the case of both the AEC Renewal/Application Collection and the AEC Selection of Measures Collection, three individual signatures are needed to consider the collection complete. The principal or school administrator, the district or BOCES superintendent, and the board of education president for the district or BOCES all must sign off on the data.

Slide 7

Sign Off Sheet Basics
Who has to sign?

- ✓AEC Principal/School administrator
- ✓District/BOCES superintendent
- ✓District/BOCES School Board of Education President

If your superintendent or Board of Ed president are only reachable for signatures occasionally, make sure you build in enough time to get your signatures!

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Again, your collection data is not considered complete and final by CDE until these sign off sheets are received, and they are expected to be received by the collection window deadline. We recognize that some of these signatures may be tricky to get! Please build in enough time in your work flows and processes to get these signatures!

Slide 8

Sign Off Sheet Basics
District vs. School

Assurances gathered by sign off sheets can occur at two levels:

- District/BOCES - District/BOCES staff signs off on quality and validity of submitted data for all school level data
 - 1 document per district/BOCES
- School - Assurances are gathered school by school, with sign offs for the quality and validity of submitted data by both school and district/BOCES staff
 - 1 document per school/multiple documents per district/BOCES

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Let's talk quickly about the level at which the sign off sheets occur. The sign off sheets are, essentially, assurances of best practice. Those assurances can be given at either the district level, and then serve as an umbrella assurance over all the data from all the schools within that district, or at the school level, which are then submitted on behalf of the schools by the district.


Sign Off Sheet Basics
District vs. School

Assurances gathered by sign off sheets can occur at two levels:

- District/BOCES - District/BOCES staff signs off on quality and validity of submitted data for all school level data
 - 1 document per district/BOCES
- School - Assurances are gathered school by school, with sign offs for the quality and validity of submitted data by both school and district/BOCES staff
 - 1 document per school/multiple documents per district/BOCES

AEC Collections use school level sign offs because:

- Renewal/Application student level data is often housed at the school, so school staff oversight is needed
- Selection of Measures data often varies school to school within districts/BOCES

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The AEC Collections require school level assurances. This means each school needs a separate sign off sheet. So, if you are a district or BOCES which serves a single AEC, you will need to complete one sign off form per collection. If you are a district or BOCES which serves five AECs, you will need to complete and submit five sign off sheets per collection—one for each individual AEC in your district or BOCES.

Slide 10

Sign Off Sheet Basics
Where to find the sheets

<http://www.cde.state.co.us/datapipeline/per-aec>

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Now, let's talk about where to find your sign off sheets. Since you may want to start the process of gathering signatures while you're finalizing and uploading your data, we've made the sign off sheets available on the AEC Collections website. The link to the AEC Collections website is on the top of this slide. Go to this link, or go to the data pipeline website, and look for the Alternative Education Campus link on the left hand side of the screen under Period Collections.

Sign Off Sheet Basics
Where to find the sheets

<http://www.cde.state.co.us/datapipeline/per-aec>

Alternative Education

Additional Resources

The following resources may be useful as you navigate the AEC Application/Renewal collections:

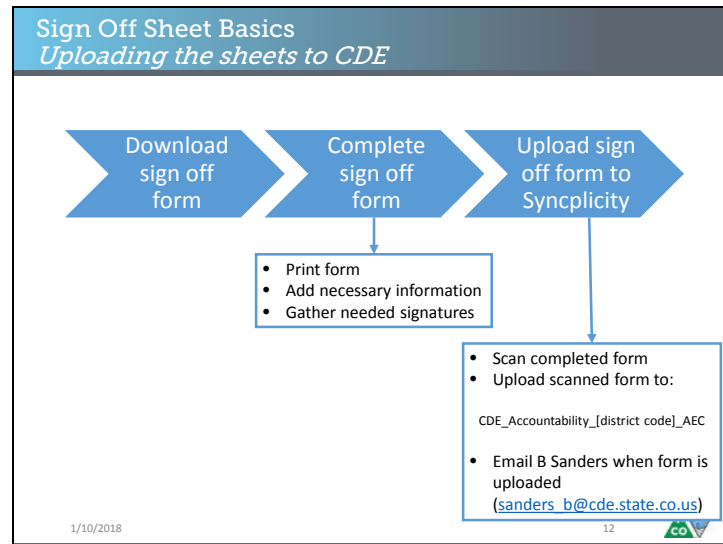
- State Accountability - Alternative Education Campus Website
- Alternative Education Campus School list 2017-18
- Sign off sheet for AEC Application/Renewal collection PDF
- Documentation Requirements for your Student Identification (DOCX)
- Policy Guidance: Accountability for Alternative Education Campuses

The following resources may be useful as you navigate the AEC Selection of Measures collection:

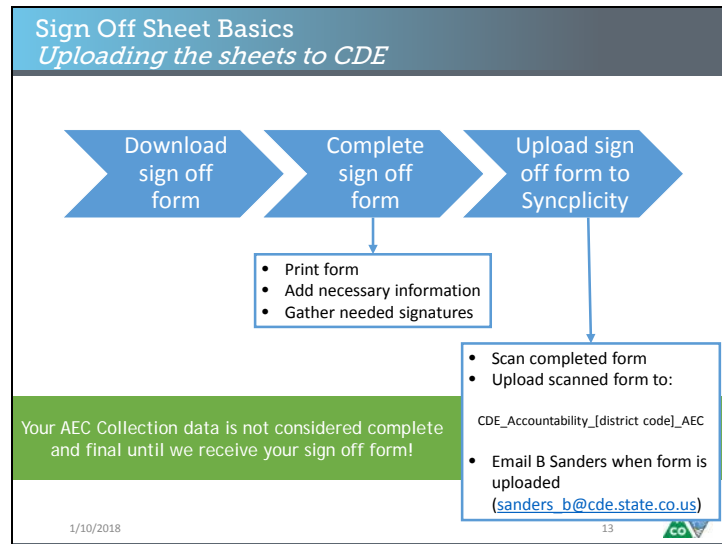
- State Accountability - Alternative Education Campus Website
- Alternative Education Campus School list 2017-18
- Sign off sheet for AEC Selection of Measures collection PDF
- Policy Guidance: Accountability for Alternative Education Campuses
- Calculation Guidance for Alternative Education Campus Measures
- 2017 AEC SOR File for Inclusive Optional Measures
- Optional Measures List by Indicator Lockbox document (xlsx)
- Indicator Measures Subindicator Metric Value Combinations (xlsx)

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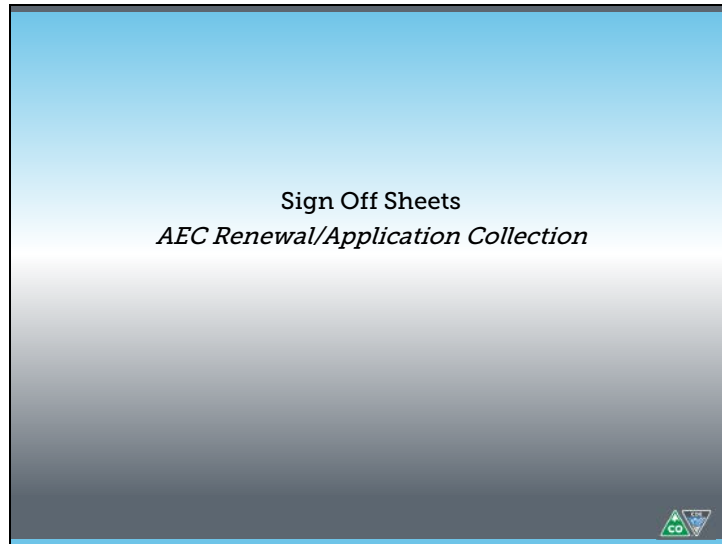
Once there, scroll down to the Additional Resources section, which is near the very bottom of the page. There are two PDF versions of the sign off sheets which you can download here, one for the Renewal/Application Collection, and one for the Selection of Measures Collection. We'll talk shortly about how to complete each of them. Simply click on the links to save them to your machine.



Let's walk through what is expected of you now that you've downloaded the sign off forms. Once you have the forms, you should print them and complete any required information. Then gather the signatures needed from each school's principal and your district or BOCES superintendent and Board of Education president. When you have completed all of your forms, you will need to scan them. Then, you will upload the scanned and completed forms to Syncplicity. Your district or BOCES has a dedicated AEC Accountability folder where you can upload these forms; please place the forms there. Let me know when you have done so.



Please remember that CDE cannot consider your submitted data complete or finalized until we have all of your sign off forms.



Now that we have gone through the sign off form process from start to finish, let's walk through the sign off forms for each of the AEC Pipeline Collections. We'll start with the AEC Renewal/Application Collection.

Sign Off Sheets: Renewal/Application Collection Page 1

*A school that wishes to be designated for the first time as an Alternative Education Campus or to renew its designation as an Alternative Education Campus must submit the following application verifying that the school meets eligibility criteria on or before **May 15th, 2018**.*

Please complete the following application in alternate format. Also verify the document. When necessary parties sign the document digitally, scan the document and upload the scanned PDF to Signify. The original PDF needs to be saved for the CDE account only. CDE will verify the document is your district's original document. Renewal applications will not be considered if the document has been submitted for such information to your district.

If you need help with the secure Signify file transfer system please contact Carol Egan at 815.666.4873. It is recommended to comply with FERPA guidelines, student data cannot be emailed and must be submitted via the secure Signify file transfer system.

2018 2019 APPLICATION RENEWAL FOR ALTERNATIVE EDUCATION CAMPUS DESIGNATION

Based upon the school and student demographics submitted below, we certify that:

School Name: _____
CDE School #: _____
District: _____

meets the requirements specified in Section 22-210(3), C.R.S. and we request Colorado State Board of Education designation of this school as an Alternative Education Campus for the 2018-19 school year.

We certify that this school meets the following criteria:

- Is a specialized program to serve special needs or at-risk populations
- Is an alternative public school, meaning that the school provides a complete educational program that allows students to progress to the next grade level or to graduate
- Is an alternative public school, meaning that the school provides a complete educational program that allows students to progress to the next grade level or to graduate
- Is a school response team for other public school
- Meets minimum academic achievement criteria
- Serves one of the following student populations (in the case of the 2017 Oregon Crisis Act/Amendments)
- All students have serious emotional distress that preclude appropriate education of the individual student's progress in meeting § 22-210(3), C.R.S.
- All students attend only on a part-time basis and cause those public schools where the part-time students are enrolled as the enrollment of the other public school; or
- More than 70% of students have either an Individualized Education Program (IEP) pursuant to § 22-20-118, C.R.S. and/or have the definition of a "high-risk" student as determined by the following plan:

Complete all fields. Please print legibly.

**This section are the statutory requirements for an AEC:
Place check marks beside all of these criteria.**

Select only the description of the student population that describes this school.

The sign off form for the AEC Renewal/Application Collection is four pages long. I recommend printing it one-sided, since that will make it simpler to scan at the end of the process. This is page one. Everything noted in red needs to be completed by your district or BOCES. Things noted in blue are for informational purposes. On page one, you will need to complete a section noting your school name and CDE school number, and your district name. You will also need to complete a section regarding the statutory requirements regarding the definition of an Alternative Education Campus.

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Sign Off Sheets: Renewal/Application Collection
Page 2

School Principal/Administrator Name(Year)	Signature	Date
School District Superintendent Name(Year)	Signature	Date
School District Board President Name(Year)	Signature	Date

All signatures are needed

Mandatory
FORM #F04-111
EDAC APPROVED
Approved 10/20/07 for 2008-2011

EDAC approval stamp

The image shows a form titled "Sign Off Sheets: Renewal/Application Collection Page 2". It contains three rows for signatures, each with a label, a "Signature" field, and a "Date" field. The labels are "School Principal/Administrator Name(Year)", "School District Superintendent Name(Year)", and "School District Board President Name(Year)". A red bracket on the right side of these three rows is labeled "All signatures are needed". Below the signature lines is a blue-bordered stamp that reads "Mandatory FORM #F04-111 EDAC APPROVED Approved 10/20/07 for 2008-2011". A blue arrow points from this stamp to the text "EDAC approval stamp" on the right.

Page 2 of the AEC Renewal/Application sign off sheet is where the principal, superintendent, and Board of Education signatures go. Note that this sign off sheet has been approved by EDAC.

Sign Off Sheets: Renewal/Application Collection Page 3

CERTIFICATION OF STUDENT POPULATION
This page only needs to be completed if you checked the box indicating that 60% of your school's students have Individualized Education Programs (IEPs) or are deemed "high-risk." The Student File tab in this document has been pre-populated for you and includes only those students present at the time of the 2017 Student Outcome Count in certain high-risk categories. You can use the Cognex reports available to complete this section. If you are not uploading student level data into the Data Pipeline, provide summary counts here.

District Accountability Contact (to verify information submitted regarding student high-risk eligibility):
 Name: _____ Email: _____ Phone: _____

Student Population	# of Students
1. # of students who have Individualized Education Programs (IEPs)	
2. # of students who have been contacted to the Department of Human Services following achievement or behavior concerns, or who are in detention awaiting disposition of charges that are in violation of the Department of Human Services	
3. # of students who have dropped out of school or who have not been continuously enrolled and regularly attending any school for at least one semester prior to enrollment at this school	
4. # of students who have been expelled from school or who have engaged in behavior that would justify expulsion	
5. # of students who are migrant, as defined in Section 22-22.102 (2), C.R.S.	
6. # of students who are homeless, as defined in Section 22-1-102-2 (2), C.R.S.	
7. # of students who are over educational request age for their grade level and lack adequate credit hours for their grade level	
8. Other High-Risk Category*	
9. Total # of high-risk students meeting at least one criteria 1-8	
10. School's total student population	
11. Total # of high-risk students (over 3 divided by year 10)	

*New Documentation Accuracy Data for students identified in training documents available at <https://www.ils.state.tx.us/daa/daa-accountability-Data/daa-accountability-ACC/>

Mandatory FORM # FOL-117 EDUC APPLICATION
Revised 5/2017 by ILS 02.07

Note that schools enrolling 100% part-time enrollments do not need to complete the data collection.

Complete District Accountability Contact contact information

If district/BOCES is not submitting student level information, this section must be completed.

If student level information is entered into Data Pipeline, this section can be skipped.

Page 3 of the sign off form also has areas for you to complete. Please read the note called out in blue at the top carefully, because depending on the population your AEC serves, you may not need to complete the AEC data collection. The data table provided below is intended for completion by schools and districts who prefer to provide summary counts instead of student level information through Data Pipeline due to PII concerns. Refer to the Opt Out video module for more information. All applicants should provide District Accountability Contact contact information.

Sign Off Sheets: Renewal/Application Collection
Page 4

SCHOOL MISSION

Statement of School Mission: _____

Description that most closely mirrors your school's mission and student population (select all that apply)

- Adult Education
- College Prep
- College Prep
- Detention Center
- Dropout Recovery
- Expulsion Center
- IEP
- Migrant/ELL
- On-line
- Other High Risk (See Documentation Assurance Tab)
- Part-Time
- Transition Centre
- Vocational/Technical
- Wrap-around to graduate

ADDITIONAL SCHOOL INFORMATION

	Select Yes/No	
	Yes	No
Is your school a dropout-recovery program?		
Is your school intended to transition students back to their home school?		
Does your school award diplomas?		

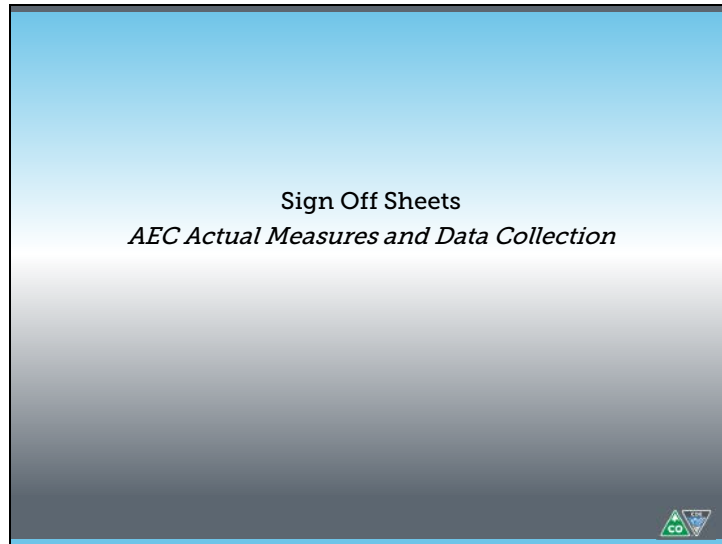
This section must be completed. Please print legibly.

Add checkmarks to any description that fits your school.

Feel free to reach out if you are unsure if a given term fits your school.

Circle YES or NO as appropriate for each question.

Page four is the last page of the sign off sheet for the AEC Renewal/Application Collection. All school must complete a school mission statement and should complete the section with descriptors of their program. Circle yes or no as appropriate for the final three questions in the Additional School Information section. Reach out to me, B Sanders, with any questions you may have regarding terminology on this page, and I am happy to clarify!



You may remember that the AEC Selection of Measures Pipeline Collection has two parts, a planned measures collection, and an actual measures and data collection. There is no sign off sheet for the planned measures collection, but there is a sign off sheet for the actual measures and data collection. We'll walk through that sign off sheet now.

Sign Off Sheets: Actual Measures and Data Collection

A. The summary reports provided by CDE should be reviewed carefully for completeness and accuracy. The reports will include the data necessary to verify your data for each school.
B. All school systems must submit a verification form, signed by the President of the Board of Education that certifies agreement with the summary data report.

I have reviewed the Actual Assessment measures for AEC Data Collection reports in their entirety and hereby certify that the data submitted to the Colorado Department of Education for the school year 2017-18 Actual Assessment measures for AEC Data Collection is accurate and complete to the best of my knowledge and belief for use in the Actual Assessment measures for AEC reports.

District: _____
School Name: _____
CDE School Number: _____

Signature of Local Superintendent of Schools _____ Date _____
Signature of the Principal/Administrator _____ Date _____
Signature of the Board of Education President _____ Date _____

Complete all fields. Please print legibly.

All signatures are needed

The sign off sheet for the actual measures and data collection portion of the AEC Selection of Measures process is much simpler than the one for the AEC Renewal/Application Collection. It is only one page long, and it simply requires that you complete the district name, school name, and CDE school number, and then gather the necessary signatures. Again, the signatures needed for this collection are the school’s principal, the district or BOCES superintendent, and the Board of Education president.


Slide 21



As we finish out this video module

Resources

- AEC Collections Information Page
<http://www.cde.state.co.us/datapipeline/per-aec>
- AEC Accountability Resource Page
<https://www.cde.state.co.us/Accountability/StateAccountabilityAECs>
- AEC Collections Office Hours sign up
 - Office Hours run every Tuesday afternoon from 1pm to 3pm from 1/23/2018 to 8/14/2018<http://www.signupgenius.com/go/5080c4ca5af2eabf94-aeccollections>

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General information about the AEC Pipeline Collections, and about AEC accountability in general, can be found at the top two links on this slide. The bottom link will take you to a sign-up page where you can sign up for weekly office hour slots with me, B Sanders, to get specific questions answered about AEC Collections and AEC Accountability.

Contacts

AEC Collection Questions

- B Sanders, AEC and Accountability Senior Consultant
 - Sanders_b@cde.state.co.us
 - 303.866.2685
- Jessica Watson, Accountability and Policy Principal Consultant
 - Watson_J@cde.state.co.us
 - 303.866.6778

Syncplicity Questions

- Rich Morris, Information Security Officer
 - kispert_c@cde.state.co.us
 - 303.866.6928

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If you have questions about the AEC Collections, reach out to me, B Sanders, or my colleague, Jessica Watson. We can probably answer your question, and if we can't, we'll get you in contact with someone who can. If you have questions about Syncplicity, such as how to access your folder or how to log in to that system, please reach out to Corey Kispert.

Slide 24



Thank you for checking out this AEC Collections video module! I hope it was helpful. If you're looking for more information about the AEC Pipeline Collections, check out the AEC Pipeline Collections website.