TO: Hanseul Kang, Superintendent

THROUGH: Rebecca Lamury, Assistant Superintendent, DAR

FROM: Evan Kramer, Director of Research, Analysis, and Reporting and

Kelley Scholl, Data Analysis Manager, DAR

RE: Requesting Approval for Data Request to be Fulfilled

DATE: MM/DD/YYYY

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Please review and let me know if you can approve the following data request fulfillment.

* The data were requested by: <<requester>>
* The end recipient of the data is: <<recipient>>
* The data were requested on: <<date>>
* The stated purpose of the data request is: <<purpose>>
* The data proposed to be released are: <<level>>
* The data we propose to release are:
* By grade – number of students who:
  + Would have scored a 5.0 if speaking were omitted from composite score
  + Would have exited if the exit criteria were 4.5
  + Would have exited if the exit criteria were 4.5 for grades 3-12 only
  + Exited with a 5.0 or higher in 2018-19
  + All ACCESS Testers
* By speaking proficiency level, the number of students who would have scored a 5.0 or higher on ACCESS if speaking were omitted from the composite score equation
* Number of students in grades K-12 who are:
  + ELs
  + ELs who scored proficient
  + ELs who wouldn’t be ELs if the exit criteria would have been 4.5; they would have exited in a previous year
* Any concerns or caveats you think are important for the recipient to understand:
  + Data are from 2018-19 school year unless otherwise specified.
  + Data in the Excel tables are not suppressed, and are for internal use only.
  + The graph does not include PII and may be released publicly.
* The data has been prepared by Chandi Wagner. The data have been checked by Kelley Scholl. These two people verify that:
  + Data will be sent via shared drive to the EL Working Group by Chandi Wagner.
  + No PII are included.