

# Promotion Criteria Report (GR K-12) - RPCR

## Promotion Criteria Report (GR K-12) - RPCR

Use the Promotion Criteria Report (RPCR) to ensure that a student's promotion criteria information is accurately reflected in ATS. If a student's promotion criteria information is reflected incorrectly in ATS, your staff should update the information using the guidance below. [Click here](#) for a video on managing students' promotion criteria.

```
PROFILE 02-M-400      New York City Public Schools      01-11-11 11:00:51
RPCR0100-TEST-T      ATS Report Selection Screen (RPCR)      00038-FBURGOS
==>

                GRADE K - 12 PROMOTION CRITERIA REPORT

SELECTION CRITERIA:(ENTER SPECIFIC CRITERIA, LEAVE BLANK FOR ENTIRE SCHOOL)
  GRADE LEVEL      (E.G.03) (DEFAULT IS ALL):  __
  GRADE CODE       (DEFAULT IS ALL):  __
  OFFICIAL CLASS   (DEFAULT IS ALL):  __
  STUDENT ID       :  __ __ __

SORT OPTIONS:  (ENTER A "Y", DEFAULT IS ALPHA)
  SORT BY GRADE LEVEL, ALPHA      :  _
  SORT BY GRADE CODE, ALPHA      :  _
  SORT BY OFFICIAL CLASS, ALPHA   :  _

EMAILID:  _____ @SCHOOLS.NYC.GOV  SUBJ:  _____
PRINT OPTION:  ( ENTER PRINTER INFORMATION )
DIST: 000 LOC: OPA PRINTER: 1 HOLD: N
Press F6 to execute
F1/Help      F2/      F3/Quit-return  F4/Lookup      F5/      F6/Execut
F7/      F8/      F9/Refresh      F10/      F11/      F12/Exit
```

Column Title	Indicator/Definition	Notes
STUDENT NAME, STUDENT ID, OFF CLS, GRD, GRD LEV	Biographical Information	
PROMO CRITERIA	Student's promotion criteria as calculated by ATS.	The logic ATS uses in order to assign promotion criteria is available to schools. <a href="#">See below for an explanation of the promotion criteria codes.</a>
OVR AGE	Indicates if a student is over-age for his/her current grade level.	Status is calculated using student's DOB and grade level. For promotion policy purposes, grade 8 students are considered <b>over-age</b> if they turn 16 by December 31 of the school year for which promotion decisions are being made; e.g. grade 8 students must be 16 by December 31, 2011 for the 2011-2012 school year.
PRV RET	Indicates if a student has repeated a grade in the past three (3) years.	Student is flagged PRV RET if his/her end-of-year grade level is identical for two consecutive school years within the past three years. For promotion policy purposes, grade 8 students are considered <b>previously retained</b> if they have been previously retained at least <i>once</i> in <i>middle school grades (grades 6-8)</i> .

SPEC ED	<ul style="list-style-type: none"> <li>• <b>"Y"</b>: Student has an IEP</li> <li>• <b>Blank</b>: Student does not have an IEP</li> <li>• <b>Missing</b>: Check AUTH CD: in CAP</li> </ul>	<p>IEP Special ED flag in ATS pulled from Authorization Code (AUTH CD) in CAP.</p> <p>Additional IEP Special Ed Indicators (TBLD 991)</p> <ul style="list-style-type: none"> <li>• C INITIAL REFERRAL, CLOSED NOT SE</li> <li>• D DECERTIFIED, NOT SE</li> <li>• H RECOMMENDED NO SERVICES, NOT SE</li> <li>• P PRESCHOOL DISABILITY IEP</li> <li>• Y HAS SCHOOL AGE IEP</li> </ul>
IEP CRI	<ul style="list-style-type: none"> <li>• <b>STD: Standard Criteria</b>: IEP indicates <i>student follows standard grade-level promotion criteria as outlined in Chancellor's Regulation A-501.</i></li> <li>• <b>MOD: Modified Criteria</b>: IEP indicates modified promotion criteria. <i>Student follows the modified promotion criteria as described in his/her IEP.</i></li> <li>• <b>NONE</b>: Student's IEP specifies that he/she does not participate in State tests and is not held to promotion criteria. Student is NYSAA eligible.</li> </ul>	<p>For the September 2011 - August 2012 school year, students in grades 3-8 with existing IEPs will be held to the promotion criteria indicated in their IEP* <u>by</u> January 30, 2012. This deadline does not apply to initial referrals and students new to NYC DOE. Students in grades 3-8 who are initial referrals or new to NYC DOE are held to the promotion criteria indicated in their IEP* <u>by</u> May 20, 2012. Changes made to promotion criteria after these dates will apply to the 2012-2013 school year.</p> <p>*Deadline is based on IEP conference date as indicated in SESIS/CAP.</p>
LEP FLG	<ul style="list-style-type: none"> <li>• <b>"Y" Receiving</b>: Student is entitled to English Language Learner services based on the LAB-R exam</li> <li>• <b>"E" Eligible</b> : Student has a home language other than English and is eligible for testing on the LAB-R. <i>Note: Only students who have recently entered the NYC DOE school system and have not yet taken the LAB-R exam should have an "E" indicator.</i></li> <li>• <b>Blank</b>: Student is not entitled English Language Learner services</li> </ul>	<p>Additional LEP Indicators (TBLD 191)</p> <ul style="list-style-type: none"> <li>• N NOT ENTITLED AS PER SCHOOL</li> <li>• P PASSED/TESTED OUT</li> <li>• R TESTED OUT-NEVER ENTITLED</li> <li>• S ENTITLED AS PER IEP</li> <li>• W NOT ENTITLED</li> <li>• X NOT ENTITLED AS PER IEP</li> <li>• Z ENTITLED AS PER SCHOOL</li> </ul>

SIFE FLAG	<ul style="list-style-type: none"> <li>• <b>"Y"</b>: Student is designated as <b>SIFE</b> (Student with Interrupted Formal Education)</li> <li>• <b>Blank</b>: Student is not designated as SIFE</li> </ul>	Run the <b>RSFE</b> report for a listing of students flagged as SIFE.
YRS SRV	<ul style="list-style-type: none"> <li>• <b>Number</b>: Number of years student has been receiving ELL services</li> <li>• <b>Blank</b>: Student is not an English Language Learner</li> </ul>	Calculated using data from the BESIS survey. A student's years of service is one piece of information used to determine promotion criteria for ELLs in grades 3-7.
YRS ELSS	<ul style="list-style-type: none"> <li>• <b>Number</b>: Number of years student has been enrolled in the NYC DOE</li> <li>• <b>Blank</b>: Student is not an English Language Learner</li> </ul>	Calculated using the data from the UYRE function.

## Promotion Criteria Codes

CODE	CRITERIA NAME	STUDENTS WITH THIS CRITERIA	PROMOTION STANDARDS
LGR	LOWER GRADES	All students in grades Pre-K-2 (including English Language Learners and students with IEPs).	Students must make expected progress toward attaining the Primary Literacy Standards and the New York State Learning Standards for Mathematics.
STD	STANDARD	Students in grades 3-12 held to standard promotion criteria.	<ul style="list-style-type: none"> <li>• Grades 3-7: Must achieve at or above Level 2 on the ELA and Math exams.</li> <li>• Grade 8: Must achieve at or above Level 2 on the ELA and Math exams AND must pass four core courses (ELA, math, science, and social studies).</li> <li>• Grades 9-12: Must accumulate minimum number of credits specified for each grade and successfully complete standards in academic subject areas. See additional information about <a href="#">graduation requirements</a>.</li> </ul>
MOD	MODIFIED	Students with IEPs whose IEP specifies that they are held to modified promotion criteria.	Must meet the modified promotion criteria indicated in their IEP.
NON	NO CRITERIA	Students with IEPs whose IEP specifies that they will not participate in State tests (NYSAA-eligible students).	Exempt from the NYC Promotion Policy.
EXM	EXEMPT	English Language Learners in grades 3-8 who have been enrolled in an English Language School System (ELSS) for fewer than 2 years (grades 3-7) or less than one year (grade 8). See guidelines for calculating the number of years a student has been enrolled in an ELSS.	Exempt from the NYC Promotion Policy.

MLT	MULTIPLE	English Language Learners in grades 3-7 who have been enrolled in an ELSS for at least 2 but fewer than 4 years or qualify for an extension of services for a 4th or 5th year.	Promotion decisions are based on multiple standards including satisfactory performance in ESL and math, satisfactory proficiency on the NYSESLAT, and achievement at or above Level 2 on the Math exam.
ML8	MULTIPLE	English Language Learners in grade 8 who are designated as SIFE or have been enrolled in an ELSS for at least 1 but fewer than 2 years.	Must pass four core courses (ELA, math, science, and social studies).
MT8	MULTIPLE	English Language Learners in grade 8 who have been enrolled in an ELSS for at least 2 but fewer than 4 years.	Must achieve at or above Level 2 on the Math exam, make expected gains in ELA, AND pass four core courses (ELA, math, science, and social studies).
REL	RELEASED	Administrative release from promotion criteria.	N/A

## Additional Resources

- Promotion page on the [Principals' Portal](#)

# Updating Months Enrolled in US Schools (ELSS) - UYRE

## Updating Months Enrolled in US Schools (ELSS)



NYSED has recently updated it SIRS guidance for calculating enrollment in US schools. Enrollment in Pre-K and ungraded elementary programs will now count towards students' total months of US school's enrollment. **UYRE** has been updated to reflect this change

Use this function to enter months enrolled in US schools outside the NYCDOE for ELL students who have been enrolled in US schools for less than four years.

This data will be used for two purposes:

- To determine the eligibility of an ELL student (enrolled in US school for less than one year) to receive an exemption for the NYSTP ELA exam.
- To calculate years enrolled in an English Language School System (ELSS) for ELL student's promotion criteria.

Students who are awaiting an official LAB-R score (LEP=E) will be identified as follows.

- Students who are identified in **ELPC** as **not ELL** will display in **red**.
- Students who are identified in **ELPC** as **ELL** will display in **blue (PCOMM)** or **green (WebConnect)**.

**Months of enrollment are accrued on an ongoing basis. Student's promotion criteria may change between the Promotion In Doubt period and June promotion period.**

```
PROFILE 02-M-111      New York City Public Schools      12-05-11 11:37:22
UYRE0100-TEST-T      Years Enrolled Update Screen (UYRE)      00043-JMENDOZ
==>
GRADE LVL:          GRADE CODE:          OFFICIAL CLASS:          ELA EXEMPT: N
L
***MONTHS***
OFF GD E HOM TST PREV ***ENROLL** YRS ELA
CLS LV P LNG MOD EXMPT DOE USA TOT ENR EXM
-----
_ POLIVKA, PETER      702 07 Y PO N      7 2 9 0 Y
_ SUAREZ, ERICA      603 06 Y SP N 10-11 10 8 18 1
_ SWATTI, IMRON      803 08 E AR M      2 5 8 0 Y
_ TOMAS, RICARDO      704 07 Y SP N 09-10 30 6 36 3
_ TORRES, SAMUEL      705 07 Y SP M 08-09 48 48 4
_ VRANICAR, DANA      803 08 E AL N      01 01 0

MAKE CHANGES TO USA ENRL AS REQUIRED.
F1/Help      F2/Save      F3/Quit-return F4/      F5/      F6/
F7/      F8/      F9/Refresh      F10/      F11/      F12/Exit
```

FIELD	FIELD NAME	DESCRIPTION	NOTES
	Filter	Filter by grade level, ATS grade code, official class or students identified as ELA Exempt (enter "Y" next to ELA Exempt). Press red enter for the entire school.	

D	Display	Display a students basic biographical information by typing a "D" for display next to the student's name and pressing red enter. Press red enter again to return back to the UYRE function.	
OFF CLS/GD LV	Official Class/Grade Level	Current official class and grade level.	
LEP	LEP Flag	<ul style="list-style-type: none"> <li>• <b>"Y" Receiving:</b> Student is entitled to English Language Learner services based on the LAB-R exam</li> <li>• <b>"E" Eligible:</b> Student has a home language and their LAB-R exam has not yet been scanned. These students only count as ELLs if they are marked as ELL on the ELPC screen</li> <li>• <b>Blank:</b> Student is not entitled to English Language Learner services</li> </ul>	<p><b>If the student's LEP flag will not populate with a 'Y' until the LAB-R exam has been scanned.</b></p> <ul style="list-style-type: none"> <li>• Students who are identified in <a href="#">ELPC</a> as <b>not ELL</b> will display in <b>red</b>.</li> <li>• Students who are identified in <a href="#">ELPC</a> as <b>ELL</b> will display in <b>blue</b>.</li> </ul>
HOM LNG	Home Language		Home Language Codes (TB LD 150)
TST MOD	Testing Modifications	<ul style="list-style-type: none"> <li>• <b>"M": Mod</b></li> <li>• <b>"E": Excluded - NYSAA Eligible</b></li> <li>• <b>"N": Not Mod</b></li> </ul>	Data from CAP
PREV EXMPT	Previously Exempt	Year of student's previous ELA exemption	Data from State and Federal Evaluation
* <b>MONTHS ENROLL</b> * DOE	Months enrolled in NYC DOE	Calculated by ATS based on admission/discharge dates; field is not available for update. Calculated up to 48 months	<p>Business Rules:</p> <ul style="list-style-type: none"> <li>• Admission/discharge on the same day= no enrollment</li> <li>• 1 day of enrollment in the month= 1 month of enrollment</li> <li>• Will not count lapses between discontinuous enrollments (<i>Discharges to non-DOE schools</i>)</li> <li>• If the student is active in September, July and August are counted as months of enrollment, except for new admits</li> <li>• Months in which students are enrolled as PK - 8 or ungraded elementary are counted toward this 12-month exemption window.</li> <li>• <b>Months are accrued continually throughout the school year.</b></li> </ul>
* <b>MONTHS ENROLL</b> * USA ?	Months enrolled in the US in a non NYC DOE school	Field is available for update by the school (1-48 months, not 0). If the student has no previous enrollment in a US school, the school should not enter anything in the field (leave it blank).	<p>Business Rules for Calculating Months Enrolled in a US School:</p> <ul style="list-style-type: none"> <li>• Admission/discharge on the same day= no enrollment</li> <li>• 1 day of enrollment in the month= 1 month of enrollment</li> <li>• If the student is still active in September, count July and August as months of enrollment</li> <li>• Months in which students are enrolled as PK - 8 or ungraded elementary are counted toward this 12-month exemption window.</li> <li>• <b>If a student discharges to a non-US school for more than a calendar year, their enrollment in US schools does not start over. Upon discharge, their months of enrollment will stop accruing and when they re-enroll in NYC DOE, their months of enrollment resume from where they left off.</b> <ul style="list-style-type: none"> <li>• <i>For example: A student discharges to a non-US school in June 2010 with 14 months of enrollment. They re-enroll in the NYC DOE on January 1, 2012. Their months of enrollment will begin at 14.</i></li> </ul> </li> </ul>

* <b>MONTHS ENROLL</b> *	Total months enrolled in US	DOE enrollment + USA enrollment  Calculated by ATS; field is not available for update.	
TOT			
YRS ENR	Total enrollment in terms of years.	Feeds into students' promotion criteria on <b>RPCR</b> and other promotion screens Calculated by ATS; field is not available for update.	Business Rules: <ul style="list-style-type: none"> <li>• 12 months of enrollment = 1 year</li> <li>• Partial years are rounded down</li> </ul>
ELA EXM	ELA Exempt	"Y": Student is ELA exempt for the current school year <b>Blank</b> : Student is not exempt from the ELA exam and must take the exam this school year.	A student qualifies for ELA Exemption if they meet the following criteria; <ul style="list-style-type: none"> <li>• The student is an ELL. <b>The LEP flag equals "Y"</b>°</li> <li>• The student has been enrolled in US schools for less than 12 months. <b>The total "US Enroll" field is less than 12 months.</b></li> <li>• The student has not previously received the exemption. <b>The "PREV EXMPT" column is blank.</b></li> </ul> <p>° If the student's <b>LEP flag is 'E'</b> the ELA exempt field will populate based on their total months of enrollment in US schools and the information indicated on the <b>ELPC function (ELL Parent Choice Update)</b>. The LEP flag will not populate with a 'Y' until the LAB-R exam has been scanned.</p>

\*ELSS defined as US schools excluding Puerto Rico.

# Generate Promotion Portfolio Summary Sheet - PPSC

## Generate Promotion Portfolio Summary Sheet

Schools with students in grade 3-8 will administer promotion portfolios in May and June. As part of the promotion decision review process, schools administer promotion portfolios for two groups of students:

- Students in grades 3-8 who are held to the State test promotion standard (for either ELA and/or math) and do not meet this standard
- Grade 8 ELLs enrolled in an ELSS for 2 or 3 years must be administered the ELA promotion portfolio to determine if they are performing comparable to making expected ELA gains in June

For each student who is administered a promotion portfolio, schools must print a "Promotion Portfolio Summary Sheet" using **PPSC**.

Once printed, portfolio data may be updated on the **UPSC**. Reports on this function may be run using **RPSC**.

For an initial print type a "Y" under the "PRT" (print). Once printed the Y will be locked, to reprint a summary scan sheet for the same students type a "Y" under "REPRT" (reprint). The report is automatically placed in the **Hold** tab of the DFS - ATS Print queue. Release the report through ATS Print (<http://ats.nycboe.net/atsprint>).

```
PROFILE 01-M-140      New York City Public Schools      05-17-11 12:44:51
BIOG0675-TEST-T      Promotion Portfolio Scan Sheet (PPSC)  00046-JMENDOZ
==>                                     PAGE 4 OF 6
GRADE LVL: 08      GRADE CODE:      OFFICIAL CLASS:      PRINTED: _
                                GD PRM PRV PRV YTD :PORTFOLIO:
D STUDENT NAME      ID      LV CRI MAT ELA ATT  PRT REPRT
_ STUDENT A      270407729 08 STD 2 1 100  _ _
_ STUDENT B      225800705 08 ML8      100 Y _
_ STUDENT C      274458355 08 MOD 1 2 87  _ _
_ STUDENT D      204020366 08 STD 2 2 94  _ _
_ STUDENT E      266713171 08 STD 1 1 86  _ _
_ STUDENT F      275148518 08 STD      100 _ _
_ STUDENT G      275014652 08 STD 2 2 96  _ _
_ STUDENT H      203720495 08 STD 4 2 100 _ _
_ STUDENT J      203168497 08 STD 2 2 92  _ _
_ STUDENT K      221341357 08 MT8 1 100 Y _
_ STUDENT L      203015052 08 STD 3 3 94  _ _

PRINT OPTION: ( ENTER PRINTER INFORMATION )
DIST: 000 LOC: TW2 PRINTER: 2 HOLD: N
Select students to print/re-print.
F1/Help      F2/      F3/Quit-return F4/      F5/Print      F6/
F7/Back      F8/Forw      F9/Refresh      F10/      F11/      F12/Exit
```

ATS Display	Field Name	Description
D	Display	To view student biographical information, enter "D" in the field and hit ENTER. A screen very similar to BIOS will appear. Press ENTER to return back to PPSC.
STUDENT NAME, ID, GD LV	Student Name, NYC ID, Grade Level	These fields display student biographical information that is used when printing a student's promotion portfolio summary sheet. These fields are maintained by the student's school.
PRM CRI	Promotion Criteria	This field displays a student's promotion criteria as it appears on the <b>RPCR</b> report. After a promotion portfolio summary sheet is printed, the promotion criteria listed on the <b>PPSC</b> screen is locked for this screen only. If promotion criteria information for students changes after you print their promotion portfolio summary sheet, you must delete the print record for that student. This will update the promotion criteria information on the <b>PPSC</b> screen, and you can print a new promotion portfolio summary sheet for that student.



<b>PRV MAT, PRV ELA</b>	Previous Math, Previous ELA	This field displays students' New York State Mathematics and ELA test scores from the previous year if available. Principals can use this information to help decide if a student may be a candidate for promotion portfolio administration.
<b>YTD ATT</b>	Year-to-date attendance	This field displays students' year-to-date attendance. Principals can use this information to help decide if a student may be a candidate for promotion portfolio administration.
<b>PORTFOLIO PRT</b>	Portfolio Print	To print a promotion portfolio scan sheet for a student, enter "Y" in this field and hit <b>F5/Print</b> . Once the print job is released, the "Y" locks (turns yellow) and "REPRT" becomes available.  <b>*NOTE*</b> The report is automatically placed in the <b>Hold</b> tab of the DFS - ATS Print queue. Release the report through ATS Print ( <a href="http://ats.nycboe.net/atsprint">http://ats.nycboe.net/atsprint</a> ).
<b>PORTFOLIO REPRT</b>	Portfolio Reprint	To print an additional copy of a promotion portfolio summary sheet that was previously printed, enter "Y" in this field, hit <b>F5/Print</b> , and release the report through ATS print.
<b>PRINT OPTION</b>	Print Option	Sets printing preferences for the promotion portfolio summary sheets. The report may be sent to any of the following ATS printer models: T630, T640, X646, X736, X466, and X656. The promotion portfolio summary sheets run on letter size paper.

## Additional Resources

- [Promotion page](#) on the Principals' Portal

# Update Portfolio Scan Sheet - UPSC

## Update Promotion Portfolio Scan Sheet

The **UPSC** screen displays student performance data for promotion portfolios. There are two ways data can be populated on this screen:

1. After completing promotion portfolio summary sheets printed using **PPSC**, schools can scan these sheets into ATS and the data will be populated automatically.
2. Schools can access the **UPSC** screen and manually enter promotion portfolio summary sheet data.
3. Print the information on the screen using **RPSC**

```
PROFILE 01-M-140      New York City Public Schools      06-01-10 13:17:48
BIOG0680-TEST-T      Update Promotion Portfolio Scan Sheet (UPSC) 00044-JMENDOZ
==>
GRADE LVL:           GRADE CODE:           OFFICIAL CLASS:           PAGE 1 OF 2

D STUDENT NAME      ID      GD ::: ELA ::: ::MATH:::
LV A B C D TTL E F G TTL STATUS N
-----
_ STUDENT A          205645310 07 D D E E L1 E E E L1 UPDATED
_ STUDENT B          203126503 06 # # # # # M D D L1 SUPTREV
_ STUDENT C          207602392 04 D D D D H2 # # # # # SUPTREV
_ STUDENT D          209768365 03 D D D D H2 # # # # # UPDATED
_ STUDENT E          207980160 05 # # # # # # * # * # SCANNED 2
_ STUDENT F          207625575 03 E D # # H2 # # # # # SCANNED 3
_ STUDENT G          204242846 08 # # # # # E M D L2 SUPTREV
_ STUDENT H          225800705 08 D D D D # # # # # SCANNED 3
_ STUDENT J          221341357 08 M M M E L2 # # # # # SUPTREV
_ STUDENT K          205940471 05 # # # # # # # # H2 SCANNED 4
_ STUDENT L          208861757 04 # # # # # M D E # # SCANNED 4
_ STUDENT M          207644808 05 # # # # # E # M # # SCANNED 4

Make changes to Promotion Portfolio fields.
F1/Help   F2/Save   F3/Quit-return F4/           F5/           F6/
F7/       F8/Forw   F9/Refresh   F10/Delete   F11/          F12/Exit
```

Students must be active and should have a promotion portfolio scan sheet issues using the **PPSC** screen. Users may make changes to the ELA and MATH components of the **PPSC** scan sheet and press F2 to save changes.

Function available on this screen:

- **F2/Save:** hitting F2 will save changes made to this screen
- **F4/Lookup:** use may press F4 on the grade code, grade level, and official class fields to lookup available grade code/ level codes and official classes.
- **F10/Delete:** to delete a record, enter "D" besides the student record and press F10 to delete. Users will be prompted to confirm the deletion by pressing F10 again.

ATS Field	Description	Instructions
ELA A-D, TTL	ELA Components	<p>Displays outcomes entered for each ELA component (A-D) of the portfolio. TTL displays the overall score for the ELA section of the promotion portfolio. All components must be graded for a total score to be issued. # indicates no data; * indicates multiple values for a single field. The A-D fields correspond with the following components of the ELA promotion portfolio:</p> <ul style="list-style-type: none"><li>• A: Leveled Text</li><li>• B: Standard Reading Passage</li><li>• C: Independent Writing Activity</li><li>• D: ELA Class Work</li></ul>

<b>MATH E-G, TTL</b>	Math Components	<p>Displays outcomes entered for each MATH component (E-G) of the portfolio. TTL displays the overall score for the MATH section of the promotion portfolio. All components must be graded for a total score to be issued. The E-G fields correspond with the following components of the math promotion portfolio:</p> <ul style="list-style-type: none"> <li>• E: Mathematical Inventory</li> <li>• F: Standard Math Problems</li> <li>• G: Math Class Work</li> </ul>
<b>STATUS</b>	Scan sheet status	<p>Indicates if the promotion portfolio summary sheet was scanned.</p> <ul style="list-style-type: none"> <li>• No Scan</li> <li>• Updated: Results have been entered for the student</li> <li>• Supt Rev: Superintendent has reviewed the promotion portfolio results. School is prevented from reprinting promotion portfolio scan sheet (PPSC) or changing promotion portfolio score (UPSC).</li> </ul>
<b>WRN</b>	Warning Codes	<p>Identifies errors in scanning.</p> <ul style="list-style-type: none"> <li>• ERROR 1= invalid data</li> <li>• ERROR 2= multiple entries in a section (marked with *)</li> <li>• ERROR 3= ELA component missing</li> <li>• ERROR 4= MATH component missing</li> </ul>

# Portfolio Scan Sheet Report - RPSC

## Portfolio Scan Sheet Report - RPSC

Use this report to run reports relating to the Portfolio Summary Scan Sheets generated using the **PPSC** function.

It will inform schools about which students the Portfolio Scan Sheets were generated for, the status of the scan, and manual data entry using **UPSC**. The summary report shows the number of students, status of the scan, and if there are any errors (warnings).

The report may be ran by official Class, grade level or by summary only. The report is available as a FTP.

```
PROFILE 14-K-586      New York City Public Schools      06-01-11 11:39:57
RPSC0100              ATS Report Selection Screen (RPSC)    02089-FBURGOS2
==>
```

SELECTION CRITERIA: (ENTER SPECIFIC CRITERIA, LEAVE BLANK FOR ENTIRE SCHOOL)

```
OFFICIAL CLASS      : ____
GRADE LEVEL         : ____

SUMMARY ONLY (Y/N)  : N
```

```
EMAILID: _____ @SCHOOLS.NYC.GOV  SUBJ: _____
PRINT OPTION: ( ENTER PRINTER INFORMATION )          DOWNLOAD
DIST: 000 LOC: OPE PRINTER: J HOLD: N                ID: E11B3161 TYP: _
Press F6 to execute
F1/Help    F2/      F3/Quit-return F4/Lookup    F5/      F6/Execut
F7/      F8/      F9/Refresh  F10/      F11/      F12/Exit
```

## Report

PROFILE: 14-K-586  
USER: FBURGOS2

ATS NEW YORK CITY PUBLIC SCHOOLS  
PORTFOLIO SCAN SHEET

DATE: 06/01/11  
PAGE: 1

STUDENT NAME ID GD OFF :---ELA---: :--MATH--:  
LV CLS A B C D TTL E F G TTL STATUS WARN DATE TIME

-----  
ABDULLAH, WALEED 215555873 07 703 NO SCAN  
ADDISON, MARQUES 205555185 07 SSU NO SCAN

\*\*\*\*\* SUMMARY \*\*\*\*\*  
GENERATED 2  
SCANNED/UPDATED 0  
UNSCANNED 2  
WARNINGS 0

\*\*\*\*\* WARNINGS \*\*\*\*\*  
1 = DATA ERROR (DFS)  
2 = MULTIPLES (\*) EXIST IN ANY FIELD  
3 = CONFLICT BETWEEN OVERALL ELA AND SUB-FIELDS A,B,C,D  
4 = CONFLICT BETWEEN OVERALL MATH AND SUB-FIELDS E,F,G

# Grade 8 Core Course Status - TG8C

## Grade 8 Core Course Status



### Summer 2011

For summer 2011, a version of **TG8C** will be open in ATSSUM through 5 p.m. Monday, August 8. TG8C will open in ATS production on Tuesday, August 9 for schools to enter any additional needed student core course outcomes for the remainder of the August promotion period.

**TG8C** is used to update pass/fail flags in core courses for students in grade 8 in the selected school. This screen displays students who were on the school's register as of June 1, 2011.

Type in "P" to indicate that a student passed a course or "F" to indicate that a student failed a course, and press F2 to save.

When all entries are made, use **F5/Print** to generate a hard copy of the information.

Use **F6/Miss'g** to show all missing records. **F10/Set all P** will populate all missing fields with "P" for pass, you may use this for a page and enter in the failures "F" where appropriate. Use F8/ Forward to go to the next page.

One data entry is complete, use **F5/Print** to generate a copy of the report.

PROFILE 21-K-690      New York City Public Schools      06-07-11 12:47:27  
TG8C0100      June Grade 8 Core Course Update (TG8C)      01109-FBURGOS2  
==>      PAGE 1 OF 7

STUDENT ID	STUDENT NAME	DATE OF BIRTH	S	OFF	T	CLS	GRD	PROMO	CRIT	ELA	MATH	SCI	SOC	STD
271-555-127	ANDINA, BRANDON	09/19/96	A	802	180	STD		F	F	F	F	P		
274-555-627	ANZALONE, ANNAMARIA	04/15/97	A	803	180	STD		P	P	P	P	F		
219-555-333	ARDREY, TAYLOR	02/07/97	A	802	180	STD		P	P	P	F	P		
204-555-833	ATTIAS, CORINE	04/23/97	A	802	180	STD		P	P	P	P	P		
274-555-832	AVRUMOV, BORIS	06/22/97	A	803	180	STD		-	-	-	-	-		
274-555-542	BACCHIO WILSON, SIENNA	01/16/97	A	802	180	STD		-	-	-	-	-		
211-555-029	BACI, DAJANA	05/12/97	A	801	180	STD		-	-	-	-	-		
275-555-236	BAHTIJARI, FLORENTINA	08/12/96	A	802	180	STD		P	P	P	P	P		
217-555-399	BEKTASHA, REA	11/13/96	A	802	180	STD		-	-	-	-	-		
275-555-659	BELTRE, JOSEPH	10/08/97	A	802	180	STD		-	-	-	-	-		
216-555-826	BEROV, NIKOLAI	05/22/97	A	802	180	STD		P	P	P	P	F		
274-555-580	BIANCANIELLO, GIANNA	04/09/96	A	802	189	MOD		-	-	-	-	-		
203-555-901	CERNOVA, ANNA	09/04/97	A	802	180	STD		-	-	-	-	-		

Enter P/F for each core course then press F2 to save

F1/Help      F2/Save      F3/Quit-return      F4/      F5/Print      F6/Miss'g  
F7/      F8/Forw      F9/Refresh      F10/Set all p      F11/      F12/Exit

## Print

Once complete use \*F5/Print\* to generate a report. This may also be used as a turn-around document.

PROFILE 21-K-690            New York City Public Schools            08-03-11 15:25:58  
TG8C0200            Printer Selection Screen For Tg8c            00955-FBURGOS  
==>

PRINTER SELECTION SCREEN FOR FUNCTION TG8C

ENTER PRINTER SELECTION OR SCREEN TO PRINT DATA COLLECTION ROSTER

SORT OPTIONS: (ENTER A "Y", DEFAULT IS ALPHA)  
SORT BY OFFICIAL CLASS, ALPHA : \_

PRINT OPTION: ( ENTER PRINTER INFORMATION )  
DIST: 000 LOC: OPA PRINTER: 1 HOLD: N

Enter printer destination and press F5

F1/Help	F2/	F3/Quit-return	F4/	F5/Print	F6/
F7/	F8/	F9/Refresh	F10/	F11/	F12/Exit

# Promotion Decision Screen - PDEC

## Promotion Decision Screen

Use this function to make promotional decisions for grades 3-8 based on portfolio assessments, student flags, cut scores, and TG8C data for 8th grade core course information. Data on this screen is dynamic. If there are errors within the function, correct the source and PDEC will refresh with the updated information.

Before completing the PDEC function school must ensure the following is completed:

- **8th Grade Core Course Information (TG8C):** All eighth grade students must have their core course outcomes reflected on the TG8C screen in ATS. ATS automatically reads missing information as a 'failure,' and recommends retention for 8<sup>th</sup> graders missing TG8C entries. Because students with a promotion decision disappear from the **TG8C**, schools should undo a promotion decision for these students, then enter core course grades in TG8C. Schools then need to go back into PDEC to re-enter a promotion decision.
- **Portfolio Summary Sheets (UPSC):** All promotion portfolio results must be scanned and complete. **If a student with STD promotion criteria fails to meet a promotional cut score in June or ELA/MAT PERFORM in June, the PRN DEC field will be protected (yellow) if the student does not have valid promotion portfolio data populated in the needed subject.**

This information in addition to relevant exam scores will produce a **recommended promotional** decision for each student.

- [June PDEC](#)
- [June PDEC](#)

## June PDEC

Principals will use PDEC to enter final August promotion decisions. PDEC summarizes the information displayed in [RASP](#) in the PERFORM ELA/MAT column and includes student promotion criteria, promotion portfolio scores and grade 8 core course outcomes, special flags, and ATS recommended decisions.

```
PROFILE 18-K-272          New York City Public Schools          11-15-11 16:39:16
BIOG0690-TEST-T          Promotion Decision (PDEC)              00053-HSIMPSO
==>
GRADE LVL:  __ OFF CL:  __ PRM CRI:  _____ STUDENT ID:  _____

D STUDENT NAME          GD PRM ELA MAT CRS REC PRN | :APPEAL:: | FINAL | L LTR
LV CRI PRF PRF WRK DEC DEC | EL MT RSN | DEC | T STA
- - - - -
_ LAST NAME, FIRST      0K LGR                X P |         | P |
_ LAST NAME, FIRST      02 LGR                X R |         | R | A NEW
_ LAST NAME, FIRST      03 STD D M          R R | H1 4 | _ |
_ LAST NAME, FIRST      03 STD D D          P P | L1 H2 2 | P |
_ LAST NAME, FIRST      04 EXM D M          P R |         | _ |
_ LAST NAME, FIRST      04 MLT M D          X R | H1 H2 1 | _ |
_ LAST NAME, FIRST      07 MOD M D          X R |         | R | G NEW
_ LAST NAME, FIRST      08 STD D D *** X _ |         | _ |
_ LAST NAME, FIRST      08 STD M D FAI R R | H2 H2 1 | _ |
_ LAST NAME, FIRST      08 STD D D PAS R R | L2 L2 1 | _ |
_ LAST NAME, FIRST      08 MOD D D FAI X P |         | P |
_ LAST NAME, FIRST      08 STD M M PAS P P |         | _ |

F1/Help    F2/Save    F3/Quit-return F4/Lookup    F5/Print    F6/
F7/        F8/        F9/Refresh    F10/        F11/        F12/Exit
```

FIELD	DESCRIPTION	EXPLANATION
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GRADE LEVEL/ CODE/ PRM CRI/ /STUDENT ID	Filter Options	Grade Level/Grade Code/ Promotion Criteria/Student ID
STUDENT NAME/ GD LV	Student Name and Grade Level	Grade level for the 2011-2012 school year
PRM CRI	Promotion Criteria	Promotion criteria are calculated using the same logic used by the <a href="#">RPCR</a> report.
PERFORM ELA/MAT	Over All Performance (ELA/MATH)	Overall performance as calculated on the <a href="#">RASP</a> report. <ul style="list-style-type: none"> <li>• M = Met ELA/math promotion standard</li> <li>• D = Did not meet ELA/math promotion standard</li> <li>• Blank= Missing ELA/math performance information</li> </ul>
CRS WRK	Course Work (Grade 8 Only)	Core course data is pulled from <a href="#">TG8C</a> . <ul style="list-style-type: none"> <li>• PAS = Passed all core courses</li> <li>• FAI = Did not pass all core courses</li> <li>• ***= No entry made</li> </ul>
REC DEC	Recommended Decision	ATS recommended promotion decision based on the <a href="#">promote/retain logic</a> . <ul style="list-style-type: none"> <li>• X = NO DECISION (ATS does not contain the data needed to make promotion decisions for students with certain promotion criteria. Principals must use school-level data to make these promotion decisions.)</li> <li>• P = PROMOTE</li> <li>• R = RETAIN</li> </ul>
PRN DEC	Principal Decision	Principal enters promotion decision using this field. <b>Please note:</b> Principals will be prevented from entering promotion decisions (unable to save) if a student requires a promotion portfolio and one has not been entered <b>or</b> if core course information is missing from TG8C for grade 8 students. <ul style="list-style-type: none"> <li>• P = PROMOTE</li> <li>• R = RETAIN</li> </ul>
::APPEAL:: EL	ELA Portfolio Score	Promotion portfolio data is pulled from <a href="#">UPSC</a> . <ul style="list-style-type: none"> <li>• L1 = Level 1</li> <li>• H1 = High Level 1 (Only students with MT8 criteria are eligible to score High Level 1 on promotion portfolios.)</li> <li>• L2 = Level 2</li> <li>• H2 = High Level 2</li> </ul>
::APPEAL: MT	Math Portfolio Score	Promotion portfolio data is pulled from <a href="#">UPSC</a> . <ul style="list-style-type: none"> <li>• L1 = Level 1</li> <li>• H1 = High Level 1 (Only students with MT8 criteria are eligible to score High Level 1 on promotion portfolios.)</li> <li>• L2 = Level 2</li> <li>• H2 = High Level 2</li> </ul>
::APPEAL:: RSN	Appeal Reason	<b>New:</b> To enter a promotion decision other than the recommended decision, the principal must indicate the reason why (F4 Lookup Menu) <ol style="list-style-type: none"> <li>1. Portfolio: Only if a <u>valid</u> promotion portfolio score exists.</li> <li>2. Over-Age/Previously Retained Provision: Only available in August for grade 8 students who are over-age and/or previously retained.</li> <li>3. Principal Discretion: Only available for students in grades 3-7. If the student has met their promotion criteria (recommended decision promote) but the principal is exercising their discretion to retain the student.</li> <li>4. Use prior year test scores/grade: Only available in August for grade 8 students who were previously retained in grade 8.</li> </ol>

FINAL DEC	Final Decision (Superintendent)	<p>The <b>final</b> promotion decision for the student. If the principal's decision does not require superintendent review, then this field will automatically populate based on the principal's decision. For decisions requiring superintendent approval, this field will populate once the superintendent makes the final promotion decision.</p> <ul style="list-style-type: none"> <li>• P = PROMOTE</li> <li>• R = RETAIN</li> </ul>
LT	Letter Number	<p>June decision letter assigned to the student based on their grade level and promotion criteria.</p> <p><b>Note:</b> Letters will not generate for students who are promoted in June. Schools will indicate this information on the child's final report card.</p>
LTR STA	Letter Status	<p>This field displays the printing status of letters for students who are <b>not</b> promoted. After entering a promotion decision, press <b>F2/Save</b>. "NEW" will appear next to any student newly designated as not promoted.</p> <p>Use JUPL to generate the letters. If changes are made to the students' promotion decision once the letter is printed, the <b>"NEW"</b> flag will repopulate under LTR STA reminding the user to reprint the new letter.</p>

## June PDEC

# Subject Performance - RASP

## Subject Performance - RASP

The RASP report contains all standardized assessment-related student performance data used in the promotion decision process. If students meet the promotion standard in any category (promotional cut score, NYS test, NYC Summer test, or ELL ELA gains when applicable), the corresponding ELA/MAT PRF fields will populate as "MET," summarizing their performance. The data from the ELA/MAT PRF fields populates the PERFORMANCE fields on the **PDEC** screen.

Generate a hard copy of the report by pressing **F5/Print**.

```
PROFILE 02-M-666      New York City Public Schools      08-09-11 16:34:58
RASP0100-TEST-T      Subject Performance (RASP)          00038-FBURGOS
==>
GRADE LVL:  _   GRADE CODE:  _   OFFICIAL CLASS:  _   STUDENT ID:  _

D STUDENT NAME      GD  PRM ELA ELA ELA ELA ELA  MAT MAT MAT MAT
                   LV  CRI CUT STE CTW GAI PRF  CUT STE CTW PRF
-----
_ LAST NAME, FIRST  04  STD D  1  1           M  2      MET
_ LAST NAME, FIRST  07  STD M  1           MET  M  3      MET
_ LAST NAME, FIRST  05  STD  1  2           MET  D  1  2  MET
_ LAST NAME, FIRST  08  STD D  2  1           MET           2  MET
_ LAST NAME, FIRST  08  MT8 M  3           Y  MET  D  1  1
_ LAST NAME, FIRST  08  MT8 D  1  1  Y  MET  D           2  MET
_ LAST NAME, FIRST  06  MOD M  4           MET  D  2  1  MET
_ LAST NAME, FIRST  06  STD  1           D  1  1
_ LAST NAME, FIRST  06  EXM           M  3      MET
_ LAST NAME, FIRST  06  STD M  4           MET  D  2  1  MET
_ LAST NAME, FIRST  06  STD M  4           MET  D  2  1  MET
Enter Grade Lvl/Grade Code/Official Class/Student ID press enter
F1/Help    F2/      F3/Quit-return F4/Lookup    F5/PRINT    F6/
F7/      F8/      F9/Refresh    F10/      F11/      F12/Exit
```

Field	Description	Explanation
D	Detail	Enter D and press control/enter to display additional student biographical information.
Student Name		Student's first and last name.
GR LV	Grade Level	Student's grade level.
PRM CRI	Promotion Criteria	Student's promotion criteria code.
ELA CUT	ELA Promotional Cut Score	<ul style="list-style-type: none"><li>• M = Met promotional cut score</li><li>• D = Did not meet promotional cut score</li><li>• N/blank = No promotional cut score available for this student</li></ul>

ELA STE	ELA New York State Test Score	<i>Displays <b>NYS</b> ELA performance levels (1, 2, 3, 4)</i> <ul style="list-style-type: none"> <li>• 2, 3, 4 = Met promotion standard</li> <li>• 1 = Did not meet promotion standard</li> </ul>
ELA CTW	ELA New York City Summer Test Score	<i>Displays <b>NYC Summer</b> ELA performance levels (1, 2, 3, 4)</i> <ul style="list-style-type: none"> <li>• 2, 3, 4 = Met promotion standard</li> <li>• 1 = Did not meet promotion standard</li> </ul>
ELA GAI	ELA Gains	<i>Displays <b>ELL</b> gains only for students with MT8 promotion criteria.</i> <ul style="list-style-type: none"> <li>• Y = Met ELA gains</li> <li>• Blank = Did not meet ELA gains</li> </ul>
ELA PRF	Overall ELA Performance	<ul style="list-style-type: none"> <li>• MET = Met ELA promotion standard</li> <li>• Blank = Did not ELA meet promotion standard</li> </ul>
MAT CUT	Math Promotional Cut Score	<ul style="list-style-type: none"> <li>• M = Met cut score</li> <li>• D = Did not meet cut score</li> <li>• N/blank = No score available for this student</li> </ul>
MAT STE	Math New York State Test Score	<i>Displays <b>NYS</b> math performance levels (1, 2, 3, 4)</i> <ul style="list-style-type: none"> <li>• 2, 3, 4 = Met promotion standard</li> <li>• 1 = Did not meet promotion standard</li> </ul>
MAT CTW	Math New York City Summer Test Score	<i>Displays <b>NYC Summer</b> ELA performance levels (1, 2, 3, 4)</i> <ul style="list-style-type: none"> <li>• 2, 3, 4 = Met promotion standard</li> <li>• 1 = Did not meet promotion standard</li> </ul>
MAT PRF	Overall Math Performance	<ul style="list-style-type: none"> <li>• MET = Met math promotion standard</li> <li>• Blank = Did not meet math promotion standard</li> </ul>

## Student Detail

STUDENT ID:	209 555 492	ACP FLAG:				
LAST NAME:	ALMENAS					
FIRST NAME:	AUSTIN					
MIDDLE NAME:	THEODORE					
DOB:	01/31/01	SEX:	M			
HOME DIST:	18					
MEAL CODE:	1	HOUSING ST:	P			
HOME LANG:	NO	ETHNIC STATUS:	E			
ADMIT CODE:	50	ADMISSION DATE:	11/29/10			
STATUS:	A	ADMIT REASON:	ZO			
DISC CODE:		DISCHARGE DATE:				
ENTERED NYC SCHOOL SYS: 10/24/05						
SCHOOL LOCATION:	BORO	DIST	SCHOOL	GRADE	GR LVL	OFF CLASS
CURRENT:	K	02	666	140	04	408