Statewide Top-to-Bottom Ranking RESOURCES

What is Statewide Top-to-Bottom Ranking?

The Statewide Top-to-Bottom Ranking is one component of the accountability system used by Michigan educators in response to the U.S. Department of Education's call to get relief from provisions of the Elementary and Secondary Education Act (NCLB). It purposes are to assist in efforts to close achievement gaps, promote rigorous accountability, and ensure that all students are on track to graduate career- and college-ready.

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The Statewide Top-to-Bottom Ranking orders school from the 99th to the 0th percentile and identifies:

- Reward Schools—highest performing and greatest progress schools
- Focus Schools—schools with the largest achievement gaps
- Priority Schools—lowest performing schools

The information and resources provided herein are intended to support educators in their continued efforts to improve student learning.

What is provided in this packet?

This packet includes tools to assist educators:

TTB Individual School Lookup Tool—instructions on how to use the lookup tool to identify rankings and access performance data

TTB Diagnostic Worksheet—a template to use to compile performance data and highlight areas for improvement

TTB Sample Communication—a template to use to communicate performance data

Additional information and resources are available at www.mi.gov/ttb.

MICHIGAN Department of Education
2011–2012

Section One

TTB Individual School Lookup

These instructions were written to guide educators through the process of acquiring the Top-to-Bottom data for their school. In addition, these instructions align with the TTB Diagnostic Worksheet (page 2:1).

Using the 2011–2012 TTB Individual School Lookup Tool

1. Open the 2011–12 TTB Individual School Lookup Tool (www.mi.gov/ttb) shown on opposite page.

2. Locate and open the School Lookup tab at the bottom of the Excel Workbook.

> **The TTB Individual School Lookup Tool includes four Excel Worksheets:**
> **Directions for Use** — *similar to those seen here*
> **School Lookup** — *the tool used to acquire the TTB data*
> **Data** — *the raw data used to compute the TTB data*
> **Data Dictionary** — *a list of variable names, locations and descriptions*

3. Type in the name or partial name of the school and press Enter.

4. Look in the **Search Results** box for the correct **School Name** and **School Code**.

5. Type the School Code in the white box and press Enter.

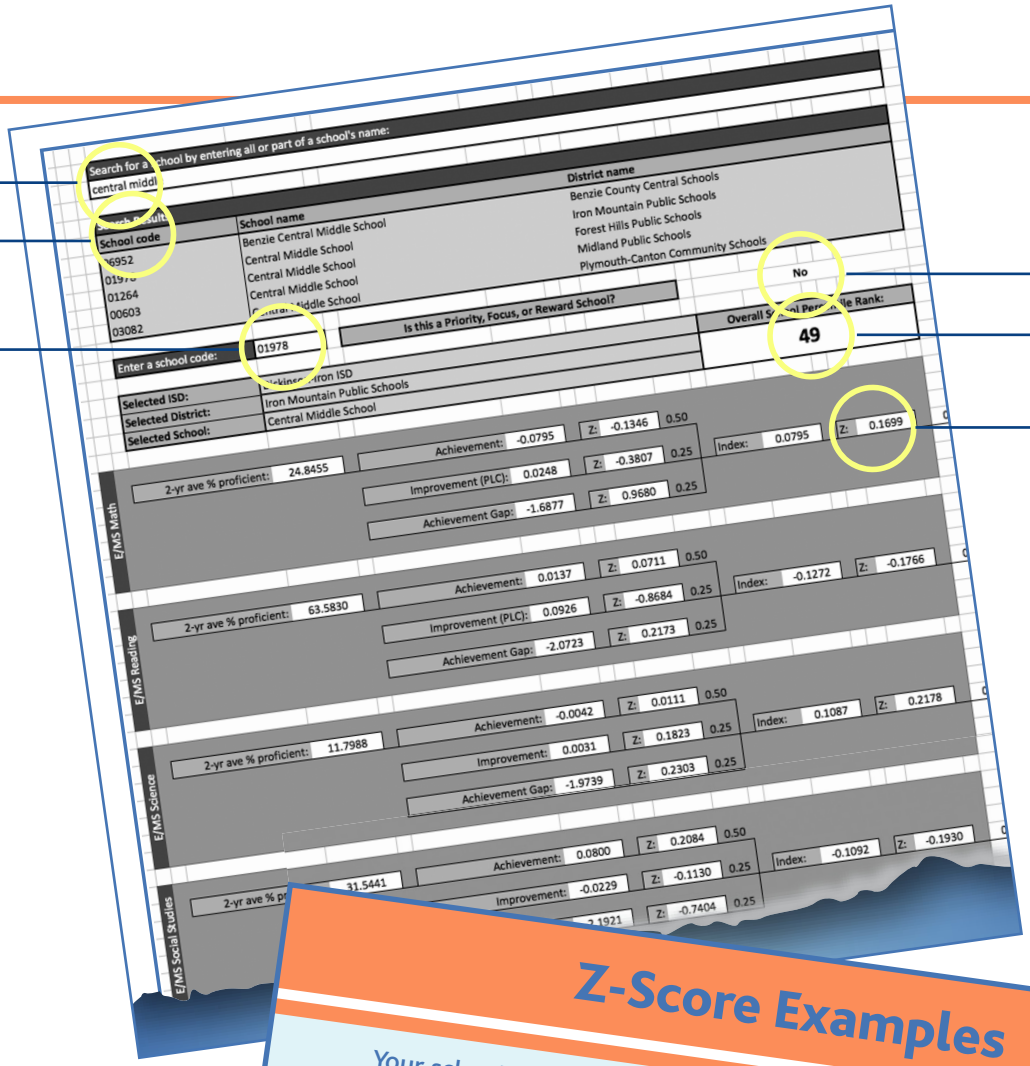
6. Note the school designation **Reward, Focus, Priority** or "no" if there is no designation for the school. *(Section I on the TTB Diagnostic Worksheet)*

7. Note the **Overall School Percentile Rank**. This is how the school compares in rank to other schools across the state. *(Section II on the TTB Diagnostic Worksheet)*

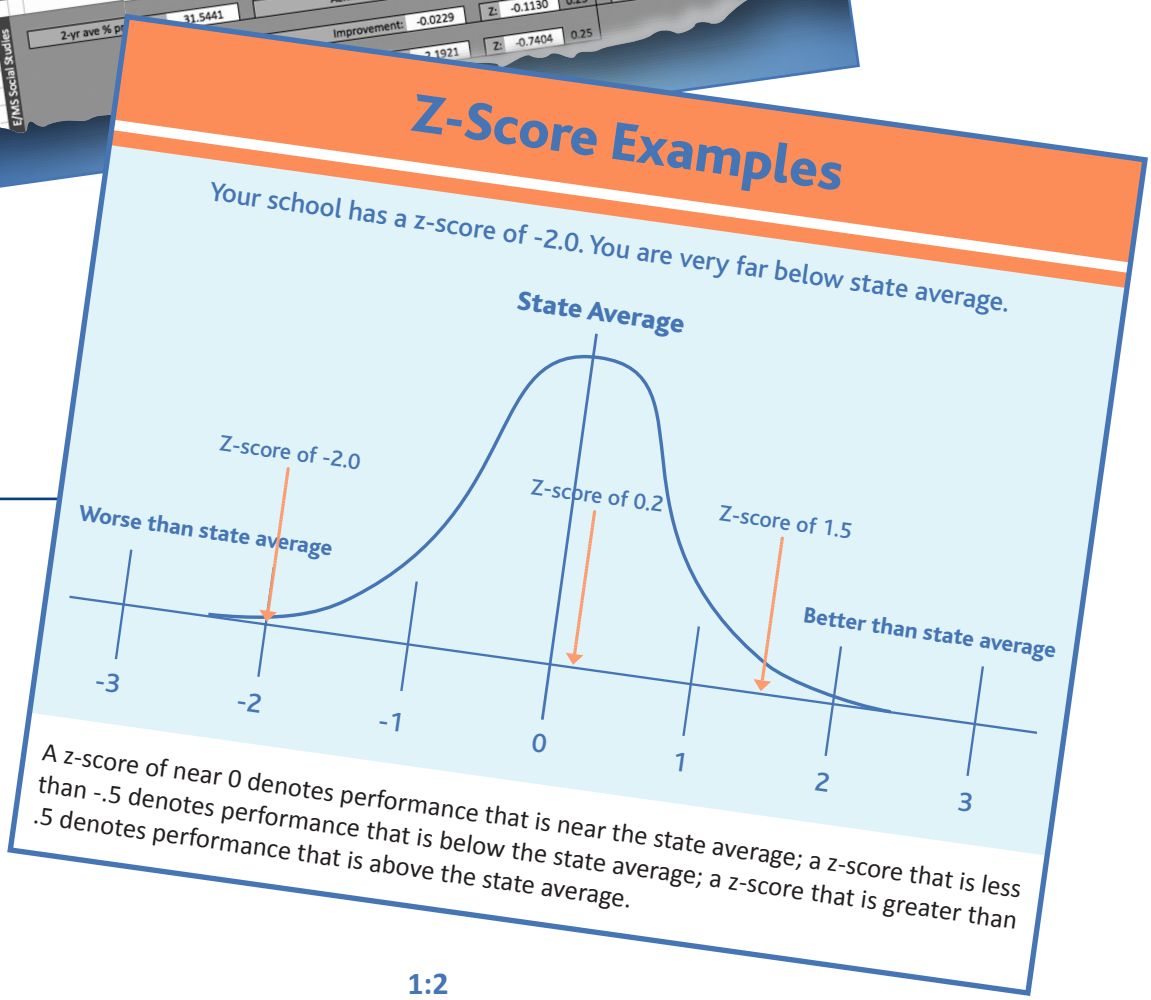
> *Remember, it is NOT a percentage of performance, but a percentile rank. So, if the school has an Overall School Percentile Rank of **68**, it means the school performed better than **68%** of Michigan's schools.*

8. Note the overall z-score for each subject area: math, reading, science, social studies and writing. See an example on opposite page. *(Section III on the TTB Diagnostic Worksheet)*

9. Note the **Achievement** z-score, the **Improvement** z-score and the **Achievement Gap** z-score for each subject area: math, reading, science, social studies and writing. *(Section III on the TTB Diagnostic Worksheet)*


3.
4.
5.
6.
7.
8.
Search for a school by entering all or part of a school's name:
central middl
School code
School name
District name
Benzie Central Middle School
Benzie County Central Schools
Central Middle School
Iron Mountain Public Schools
Central Middle School
Forest Hills Public Schools
Central Middle School
Midland Public Schools
Plymouth-Canton Community Schools
01264
00603
03082
Is this a Priority, Focus, or Reward School?
No
Enter a school code:
01978
49
Selected ISD:
Selected District:
Iron Mountain Public Schools
Selected School:
Central Middle School
E/MS Math
2-yr ave % proficient: 24.8455
Achievement: -0.0795
Z: -0.1346
0.50
Index: 0.0795
Z: 0.1699
Improvement (PLC): 0.0248
Z: -0.3807
0.25
Achievement Gap: -1.6877
Z: 0.9680
0.25
E/MS Reading
2-yr ave % proficient: 63.5830
Achievement: 0.0137
Z: 0.0711
0.50
Index: -0.1272
Z: -0.1766
Improvement (PLC): 0.0926
Z: -0.8684
0.25
Achievement Gap: -2.0723
Z: 0.2173
0.25
E/MS Science
2-yr ave % proficient: 11.7988
Achievement: -0.0042
Z: 0.0111
0.50
Index: 0.1087
Z: 0.2178
Improvement: 0.0031
Z: 0.1823
0.25
Achievement Gap: -1.9739
Z: 0.2303
0.25
E/MS Social Studies
Achievement: 0.0800
Z: 0.2084
0.50
Index: -0.1092
Z: -0.1930
Improvement: -0.0229
Z: -0.1130
0.25
Z: -0.7404
0.25

9.


Z-Score Examples
Your school has a z-score of -2.0. You are very far below state average.
State Average
Z-score of -2.0
Z-score of 0.2
Z-score of 1.5
Worse than state average
Better than state average
-3
-2
-1
0
1
2
3
A z-score of near 0 denotes performance that is near the state average; a z-score that is less than -.5 denotes performance that is below the state average; a z-score that is greater than .5 denotes performance that is above the state average.

Section Two

TTB Diagnostic Worksheet

This diagnostic worksheet is intended to support educators in their work to use statewide achievement data to improve student learning. Please use this worksheet to guide your efforts.

Using the 2011–2012 TTB Diagnostic Worksheet

I. PRIORITY, FOCUS, REWARD Identification

Check the box that applies for your designation

☐ Priority ☐ Focus ☐ Reward ☐ None

II. OVERALL RANK (0–99)

Please note your schools overall rank below

Overall Rank = ☐

III. ANALYSIS BY SUBJECT

For each of the five subjects (math, reading, science, social studies, writing) look at the z-scores in the Top-to-Bottom Lookup Tool to determine if the result is below, at, or above average and check the corresponding box.

	Below Average $Z <$ or ≈ -0.5	Near Average $Z \approx 0$	Above Average $Z >$ or ≈ 0.5
Math			
Achievement			
Improvement			
Achievement Gap			
Overall			
Reading			
Achievement			
Improvement			
Achievement Gap			
Overall			
Science			
Achievement			
Improvement			
Achievement Gap			
Overall			
Social Studies			
Achievement			
Improvement			
Achievement Gap			
Overall			
Writing			
Achievement			
Improvement			
Achievement Gap			
Overall			

IV. PLAN FOR IMPROVEMENT

Given the analyses from above, in which subject areas need to be addressed based on which core issues? In addition, what thoughts or ideas do you have about why the students performed as they did?

Subject Area	**Core Issues:** Achievement, Improvement, Achievement Gap	**Thoughts/Ideas About Student Performance**

What additional data do you need in order to follow up? What are your next steps?

Section Three

TTB Communication Template

This communication template is meant to support educators in their work to communicate achievement and accountability data to their stakeholders. Please use this template to guide your efforts.

Writing a sample communication based on the TTB Diagnostic Worksheet

There are several ways to communicate the results of the Top-to-Bottom Ranking; the strategy and vehicle may vary depending on the audience. Following are a number of key messages to include in your communications.

1. Overview of Top-to-Bottom
   a. U. S. Department of Education and Elementary and Secondary Education Act (NCLB)
   b. Purpose of Top-to-Bottom
   c. Components of Top-to-Bottom
      i. Ranking
      ii. Designation
      iii. Achievement, Improvement, Achievement Gap
2. Your school's data
   a. Designation *(Section I on the TTB Diagnostic Worksheet)*
   b. Rank *(Section II on the TTB Diagnostic Worksheet)*
   c. Strengths or above average areas by subject or metric *(Section III on the TTB Diagnostic Worksheet)*
   d. Areas of Improvement *(Section III on the TTB Diagnostic Worksheet)*
3. Next steps or plans for improvement *(Section IV on the TTB Diagnostic Worksheet)*

A sample letter that can be used as a model for your communications is shown on the following page. It can be customized to include data and information from your school.

<Date>

Dear <Recipient>:

Recently, the Michigan Department of Education released school and district accountability results that include the Top-to-Bottom (TTB) school ranking list. The Top-to-Bottom ranking is a new way of looking at Michigan's school performance. Nearly all K-12 public schools are ranked based on student proficiency, student improvement, and achievement gaps between students within a school. A school with a high ranking is one that has a high level of proficiency, is improving over time, and is ensuring that all students are learning and achieving at a high level. This ranking helps provide important information to all schools regarding their performance and how it compares to other schools across the state. It's also important to note that in the national and statewide discussion about school performance, the focus has shifted from identifying schools who fail to meet a set of criteria to identifying the schools that are persistently low performing, in order to target resources and interventions more specifically to those schools most in need of assistance.

<School Name> has a school ranking of <school percentile>. This means that <School Name> ranked higher than <percent> of schools across the state on the Top-to-Bottom list. Subject areas that are included in this ranking for our school include mathematics, reading, and (social studies, science, writing – include as appropriate) (If your school has a graduation rate include that as well) Several specific results include:

Area of Success. (Describe an area of strength; either an achievement level, improvement rate, or gap size for a particular subject area)

<Priority, focus or Reward label, if appropriate> (Include one of the following descriptive paragraphs)
Priority: <school name> has been labeled as a Priority School. Schools that are in the lowest 5 percent in the Top-to-Bottom list are called Priority schools and need to implement an intervention model that is designed to improve student achievement and decrease achievement gaps.
Focus: <school name> has been labeled as a Focus School. Schools with the largest achievement gap are called Focus schools and need to dig deep into diagnostic data, facilitate professional dialogue and customize interventions to meet the needs of all students.
Reward: <school name> has been labeled as a Reward School. Schools in the top 5% of the TTB ranking, in the top 5% in the improvement measure or identified as a "Beating the Odds School." <school name> is a Reward school because of <identify reason from previous list>

Area in need of improvement. (Describe an area in need of improvement; either an achievement level, improvement rate, or gap size for a particular subject area)

In order to address this area that needs improvement, <explain what the school is doing to address the problem and how the district is helping>. You can assist our efforts by <explain how parents can be involved in addressing the issues that caused the school to be identified>.

We anticipate that these initiatives will result in increased student achievement.

Sincerely,

School or District Official

MICHIGAN Department of Education

Questions or comments about this document should be directed to:
E-mail: MDE-Accountability@michigan.gov
Contact: 877-560-8378/option 6