

## Administrative Memo

**Date:** October 30, 2018  
**To:** School Administrators  
**From:** Chris Neale, assistant commissioner, Office of Quality Schools  
**Subject:** QS-18-004 – Update on the 2018 Data Release and Annual Performance Report (APR)

On May 10, 2018, the Office of Data System Management and the Office of Quality Schools shared [Administrative Memo LS-18-001](#) with districts and charter schools to outline the tentative schedule for the 2018 APR data release and appeals process. This memo serves as a follow-up to the original correspondence in light of the delay in establishing cut scores for English language arts and mathematics.

Key tasks and dates are as follows:

- Review and revise the MSIP Comprehensive Guide to the Missouri School Improvement Program ([Draft of the Comprehensive Guide](#) currently available on DESE’s website)
- Review Status Targets for English language arts and mathematics
- Conduct a public hearing regarding the changes being made to the Scoring Guide

### Data Appeals, Corrections, and the APR Release Schedule

Date	Description
November 26	MAP data release to districts via secure MCDS portal
November 26	Assessment (MAP/EOC/MAP-A) appeals window opens
November 27	Individual Student Reports (ISRs) available (see <a href="#">Assessment listserv message October 25, 2018</a> )
December 7	Deadline 5:00 p.m. for <b>final</b> assessment (MAP/EOC/MAP-A) appeals
December 7	Deadline 5:00 p.m. for college and career readiness (CCR), attendance, and graduation corrections and appeals to appear in the preliminary APR
January 7	Preliminary APR release to districts via secure MCDS portal
January 11	Deadline 5:00 p.m. for <b>final</b> CCR, attendance, and graduation corrections and appeals to appear in the final APR
January 28	Final APR release to districts via secure MCDS portal
January 30	Final APR embargoed to media
February 1	Final APR public release

For additional information regarding the [appeals process and forms](#), please visit DESE’s website.

If you have any questions or need additional information, please contact Kevin Freeman at [Kevin.Freeman@dese.mo.gov](mailto:Kevin.Freeman@dese.mo.gov) or 573-751-4426.