

Administrators' Frequently Asked Questions (FAQ)



ABOUT THE ANNUAL SNAPSHOT

Q: What are some important terms used in the Annual Snapshot?

→ STANDARD

Standards in the Annual Snapshot is referencing the Education Quality Standards (EQS) that outline what schools and students should be able to do.

→ DOMAIN

There are the five domains aligned to the EQS that are included in the Annual Snapshot for the state, each Supervisory Union/District (SU/SD), and school. These domains include:



Academic Proficiency



Personalization



High Quality Staffing



Safe, Healthy Schools



Investment Priorities

Each domain is composed of multiple indicators. The Annual Snapshot provides a rating for each of the five domains based on the performance of each of the indicators under that domain.

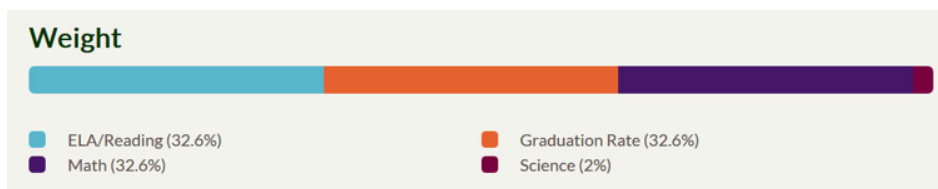
→ INDICATOR

Indicators are the various components under each domain. Each EQS domain is composed of multiple indicators. For example, the EQS domain “Personalization” has the following indicators:

- Student Participation in Flexible Pathways
- School Flexible Pathway Offerings
- Student Use of Personalized Learning Plans

Many indicators are composed of multiple measures. To learn more, please reference the resource [State Accountability: All Indicators](#).

The weight of the indicators varies. The Annual Snapshot includes a weight bar that illustrates how the multiple indicators are weighted. A sample weight bar might look like this:



To learn more about this, please reference the resource [Weighting of Indicators: Academic Proficiency](#).

→ MEASURE

Measures are the individual components of an indicator. For example, Math is one indicator under the Academic Proficiency Domain. The Math indicator is composed of two measures: (1) scale score on the most recent assessment and (2) student growth over the past three years. Likewise, the Flexible Pathways Indicator on the Personalization Domain is composed of multiple measures—such as dual enrollment—that provide information on flexible pathway options available to students.

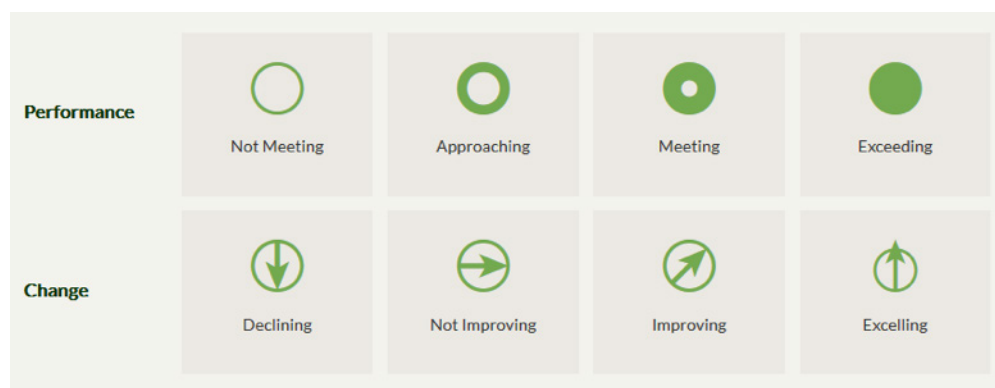
→ METRICS

Metrics refer to how a domain, indicators and measures are assessed. These metrics include:

- Current Performance
 - Performance Change
 - Current Equity Index
 - Equity Gap Change
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→ RATINGS

Ratings reflect the calculated point values for each domain, indicator and measure for performance and change.



→ PERFORMANCE

Performance refers to the overall score for the domains, indicators and measures for an academic year. In the Annual Snapshot you will be able to view the performance levels for each academic year starting with the 2017–18 school year.

→ CHANGE

Change refers to how much the score for a domain, indicator or measure increased or decreased compared to the previous year.

→ SCALE

The English Language Arts (ELA)/Reading and Math indicators under the Academic Proficiency Domain are composed of both a scale and a growth score. The scale score refers to the performance of students on the assessment.

→ GROWTH

The ELA/Reading and Math indicators under the Academic Proficiency Domain are composed of both a scale and a growth score. The growth score refers to the average improvement in students' performance over the past three years compared to their academic peers.

→ EQUITY INDEX

The Equity Index refers to the difference between students who have been historically marginalized and their historically privileged peers. Exceeding and Meeting ratings represent smaller differences in performance between student groups.

→ HISTORICALLY MARGINALIZED STUDENTS

Historically Marginalized Students (HMS) refers to student groups that have been historically underserved by Vermont schools. These student groups include:

- Different racial/ethnic groups
- English learners
- Students with disabilities
- Students in poverty
- Migrant students
- Military-affiliated students
- Homeless students
- Students in foster care

The Annual Snapshot allows users to see how schools are serving historically marginalized students compared to their peers.

Q: What is the purpose of the Annual Snapshot?

The Annual Snapshot is a way for Vermont communities to better understand how well their schools are performing and to find opportunities for growth and improvement. Additionally, in line with Vermont's continuous improvement philosophy, the Annual Snapshot reflects a more holistic approach to assessing school and SU/SD performance and helping identify priority areas for improvement.

Vermont created the [Education Quality Standards](#) (EQS) to define good teaching and learning. These standards are measured across five domains:

- Academic Performance
- Personalization
- Safe, Healthy Schools
- High Quality Staffing
- Investment Priorities

The Annual Snapshot is one way to assess how schools are succeeding in meeting those standards and how they can improve. The Annual Snapshot shows a broad picture of school and SU/SD performance, providing information about the schools' and SU/SDs' achievements in meeting the EQS. In addition to the Annual Snapshot, schools and SU/SDs will also participate in integrated field reviews (onsite visits) every three years that provide additional, qualitative data to guide continuous improvement.

Rather than ranking schools, the Annual Snapshot is intended to support schools and communities working together to improve the education for all Vermont students.

Q: How does the Annual Snapshot support Vermont's continuous improvement philosophy?

The Annual Snapshot measures how schools are doing today (current performance), how they have improved since last year (performance change), and how well they are working to achieve the goal of an equitable education for all Vermont students (Equity Index). The information provided in the Annual Snapshot should help schools and their stakeholders identify priority areas for improvement.

The Annual Snapshot informs Vermont's continuous improvement processes that include [Integrated Field Reviews](#) and [Continuous Improvement Plans](#).

Q: How does the Annual Snapshot support educational equity in Vermont?

In the Annual Snapshot, equity refers to those students who have been historically underserved in school compared to their more privileged peers based such factors such as economic status, race and/or ethnicity, gender, and other factors. The "Historically Marginalized Student" group includes:

- Different racial/ethnic groups
- English learners
- Students with disabilities
- Students in poverty
- Migrant students
- Military-affiliated students
- Homeless students
- Students in foster care

The Annual Snapshot shines a spotlight on gaps in performance and growth between historically underserved students and their more privileged peers to spark a conversation among education leaders, educators and community members on how to improve education for all students—regardless of their background.

HOW TO ACCESS AND USE THE ANNUAL SNAPSHOT

Q: How do I, as a superintendent, curriculum director, or principal, access the Annual Snapshot?

You can access the Annual Snapshot online on your device by visiting schoolsnapshot.vermont.gov.

Q: How do I login to the Annual Snapshot and set up my password?

Login access allows superintendents, their designee and principals to view unsuppressed data for their organization. To login, go to the home page of the Annual Snapshot. There is a link in the top right corner that reads "ADMIN LOGIN." Clicking this link will bring you to a pop-up window that will prompt you to enter your email and password.


Only superintendents, their designee and principals have login access. If you have login access, you will need to use your SU/SD-issued email to set up your password. To set up your password, please follow the following steps:

- Click on "ADMIN LOGIN" on the upper-right hand corner of the Annual Snapshot homepage and a pop-up window will appear.
- Click on the "Forgot Password?" link at the bottom of the pop-up window.
- Type your SU/SD-issued email and click "send." You will receive an email with a link to establish your password.
- Follow the prompts to establish your password.
- Once your password is set, click on "ADMIN LOGIN" to login with your new password.

Q: How do I find my school and/or SU/SD?


You can find your school and/or SU/SD using the search feature, which is on the home page of the Annual Snapshot. You can also find your school and/or SU/SD using the Directory, which is on the home page of the Annual Snapshot.

Q: Can I print the snapshot for my school and/or supervisory union/school district (SU/SD)?

Yes! You can print the snapshot for your school and/or SU/SD. To print, go to your school's and/or SU/SD's snapshot and click on the print icon  on the top, right corner. This will generate a PDF file which you can print from your device.

The option to print is available ONLY when you are not logged into the Annual Snapshot. This is to protect student privacy by preventing users from accidentally printing unsuppressed data.

Q: Can I export the snapshot data for my school and/or SU/SD?

Yes! You can export a data file from your school's and/or SU/SD's snapshot. To export, go to your school's and/or SU/SD's snapshot and click on the export icon  on the top, right corner. This will prompt you to open or save the data file.

You are only able to export suppressed data. This is to protect student privacy by preventing users from accidentally downloading and sharing unsuppressed data. However, during the data review period, you will have the option to login and download both suppressed and unsuppressed data. Please use caution and discretion when viewing and downloading unsuppressed data.

Q: Who has access to the Annual Snapshot?

The Annual Snapshot is a tool available to anyone—students, parents, families, teachers and community members—who wants to learn about schools in Vermont. The Annual Snapshot may suppress data to protect student privacy. Suppressed data are available only to users with login access—superintendents, curriculum directors or principals—so they can access data that can help them make informed decisions to guide their continuous improvement efforts.

Q: How can I view unsuppressed data for my school and/or SU/SD?

To view unsuppressed data for your school and/or SU/SD, use your login with your email and password. Once you are logged in, you will see a message on the top of the Annual Snapshot warning you that you are viewing unsuppressed data. Please use caution when viewing unsuppressed data. Superintendents and their designees will be able to see unsuppressed data from their own SU/SD and all of its constituent schools. Principals will be able to see unsuppressed data from their school.

Q: What do I do if I'm having trouble accessing the Annual Snapshot?

If you need help accessing the Annual Snapshot, please contact the Help Desk at aoe.schoolsnapshothelp@vermont.gov.

ABOUT THE DATA IN THE ANNUAL SNAPSHOT

Q: What will I learn from the snapshot of my school and/or SU/SD?

The Annual Snapshot presents a broad picture on how well the state of Vermont, its SU/SD and schools are meeting Vermont's EQS across five domains:

- Academic Performance
- Personalization
- Safe, Healthy Schools
- High Quality Staffing
- Investment Priorities

The Annual Snapshot provides ratings for performance and improvement on the EQS domains. Each EQS domain is composed of a number of indicators and measures to provide schools and communities a more nuanced understanding of performance under each domain.

The Annual Snapshot, along with the Integrated Field Reviews (onsite visits), is intended to provide schools and SU/SDs with feedback on a broad range of academic, climate and financial measures to help schools identify their strengths and priorities for improvement.

The following table outlines all the data the Annual Snapshot will display by domain, indicator and measure.

DOMAIN: ACADEMIC PROFICIENCY

INDICATORS	MEASURES
English Language Arts	<ul style="list-style-type: none">• Scale (50%)• Growth (50%)
Math	<ul style="list-style-type: none">• Scale (50%)• Growth (50%)
English Learner Proficiency	WIDA (100%)
Graduation Rate	<ul style="list-style-type: none">• 4-year (50%)• 6-year (50%)
Science	Scale (100%)
College and Career Ready	Assessment (100%)
Post-Graduation	Outcome (100%)

DOMAIN: PERSONALIZATION

INDICATORS	MEASURES
Flexible Pathways	Student Participation
Flexible Pathways	School Offerings
Personalized Learning Plan	Student Report

To learn more about the EQS domains, indicators and measures, please reference the resource [Annual Snapshot: Multiple Indicators](#).

DOMAIN: SAFE, HEALTHY SCHOOLS

INDICATORS	MEASURES
Disciplinary Exclusion	Exclusions
School Climate	Student Survey
School Climate	Staff Survey

DOMAIN: HIGH QUALITY STAFFING

INDICATORS	MEASURES
Properly Licensed Educator	<ul style="list-style-type: none">• Professional License• In Endorsement Area
Staff Stability	3-year Turnover
Staff Satisfaction	Professional Development
Staff Satisfaction	Evaluation

DOMAIN: INVESTMENT PRIORITIES

INDICATORS	MEASURES
Staffing Rates	<ul style="list-style-type: none">• EQS Staffing Guides• EQS Class Size Guides
School Climate	Investment per Student
Per Student Expenditures	Efficiency Index

To learn more about the EQS domains, indicators and measures, please reference the resource [Annual Snapshot: Multiple Indicators](#).

Q: Why is some data suppressed?

The Annual Snapshot suppresses data in cases where student groups are small to protect the privacy of Vermont students.

Q: When I logon, will I be able to see unsuppressed data for all schools and SU/SDs?

No, you will be able to view unsuppressed data for your organization (school or SU/SD) only. Superintendents and their designees will be able to see unsuppressed data for their SU/SD and the schools in their SU/SD only. Principals will be able to view unsuppressed data for their school only.

Q: What is the “Numbers” view?

The “Numbers” view is available only to superintendents, their designees and principals. To access the “Numbers” view, users must login, look up the snapshot for their school or SU/SD, and click on the “Numbers” view link in the top right, corner.

In the “Numbers” view, users will be able to see the point value used to determine the ratings for each indicator and measure on a 5-point scale.

Q: Why aren’t all indicators and measures available for the EQS available this year?

The Annual Snapshot will include a lot of information about our schools. Most of the data are currently collected, but some of the data will require new data sharing agreements and new data collections. Collecting and verifying all the data for the Annual Snapshot will take some time, so Vermont will release the data of the Annual Snapshot in phases. During Phase 1, the Annual Snapshot will release data that meets federal requirements in the Academic Proficiency Domain:

- Content Standards
- English Language Proficiency
- Graduation Rate

Q: Will parents, teachers and community members be able to see data for all schools?

Yes! The Annual Snapshot is a tool available to anyone—students, parents, families, teachers, the media and community members—who wants to learn about schools in Vermont. The Annual Snapshot may suppress some data to protect student privacy. Suppressed data are available only to users with login access.

Q: Who has access to unsuppressed data?

Only login users—superintendents, curriculum directors (or a district designee) and principals—will have access to unsuppressed data. Superintendents and curriculum directors will be able to see unsuppressed data for their SU/SD and the schools in their SU/SD only. Principals will be able to view unsuppressed data for their school only. Login users should use caution when viewing unsuppressed data.

Q: Where does the data in the Annual Snapshot come from?

Most of the data in the Annual Snapshot is currently collected from schools and SU/SDs. This includes standardized test scores, graduation rates, financial and licensing information.

The Annual Snapshot will also include new data. Some of this data is already collected and shared in the Annual Snapshot through data sharing agreements with other institutions. For example, the College and Career Ready Indicator (under the Academic Proficiency Domain) will include data collected through data sharing agreements on post-graduation outcomes. The Flexible Pathways Offerings (under the Personalization Domain) will also use data that are currently collected.

Some of the data sources will be collected for the first time from schools and SU/SDs. This includes assessment results for Physical Education from FitnessGram for Grades 4, 7 and 9. This assessment was field tested in May 2018.

Q: Who makes sure the data in the Annual Snapshot is accurate?

All data is checked for accuracy by the Vermont Agency of Education (AOE), as it has been in past years. In addition, superintendents, curriculum directors (or another SU/SD designee) and principals will have access to their school or SU/SD snapshot before it gets released to the general public. They will have an opportunity to check their data for accuracy and request revisions in advance of the release to the general public.

Q: How are the ratings in the Annual Snapshot determined?

Each piece of data is translated into a point on a scale from 1–5.

The point values for Current Performance and Equity Index are collected and reflected in a rating:

- Not Meeting
- Approaching
- Meeting
- Exceeding

The point values for Performance Change and Equity Index Change are collected and reflected in a rating:

- Declining
- Not Improving
- Improving
- Excelling

Superintendents, curriculum directors and principals will have access to the “Numbers” view when they login. In the “Numbers” view, users will be able to see the breakdown of the 5-point scale for each measure.

Q: My SU/SD merged this year, how will this impact my SU/SD’s snapshot?

The merger may impact the data in the Annual Snapshot. The Annual Snapshot released on December 2018 will reflect 2017-18 school year data. This means school-level data will be reported with the SU/SD that the school belonged to during the 2017-18 school year. If a school is eligible for comprehensive or equity supports, that eligibility will follow the school to their new SU/SD.

Q: Where can I learn more about the data calculations for the information in the Annual Snapshot?

The home page of the Annual Snapshot includes a resource Annual Snapshot Ratings: Point Value Reference Tables that includes an overview and more detailed breakdown of the data calculations.

MOVING FORWARD

Q: What do parents, teachers and community members need to know about the Annual Snapshot?

The Annual Snapshot is an online tool that provides information about Vermont schools and SU/SDs. The information in the Annual Snapshot helps users understand in what areas schools are doing well and what areas need improvement. The information in the Annual Snapshot also sheds light on equity gaps in Vermont schools because it allows communities to understand how historically marginalized student groups are performing compared to their more privileged peers.

This information should prompt community members to ask informed questions about Vermont schools and allow them to participate in the continuous improvement process. Superintendents, their designees

and principals should actively engage in conversations with students, teachers, parents and community members about the information in the Annual Snapshot to work together to improve schools in Vermont.

Q: Do schools still need to complete their own school report card as they have in previous years?

In previous years, any local education agency that received Title I funds was required to produce a school report card that provided data on federally mandated metrics. The Annual Snapshot meets the federal mandate for school report cards, so schools are no longer required to produce their own report card.

Q: How can I use the information in the Annual Snapshot to help my school and/or SU/SD grow and improve?

Rather than ranking schools, the Annual Snapshot is intended to support schools and communities working together to improve the education for all Vermont students. Alongside the Integrated Field Reviews, the Annual Snapshot provides a broad quantitative picture on how schools and SU/SDs are meeting Vermont’s EQS. It provides information about strengths and areas of growth to guide continuous improvement. The information in the Annual Snapshot should inform SU/SDs’ Continuous Improvement Plans and help administrators make informed decisions on how to improve their schools.

Q: What resources are available to help me use and understand the Annual Snapshot?

AOE developed the following resources to support superintendents, central office staff, principals, educators and the general public access and use the Annual Snapshot.

RESOURCE	DESCRIPTION
Administrators’ User Guide	A PowerPoint slide deck for administrators that provides an overview of the Annual Snapshot and walks users through the process of logging into the Annual Snapshot website and navigating the pages.
Key Messages and Talking Points	A set of key messages provide a way to consistently and clearly talk about the Annual Snapshot, especially with the public, parents and families, media, local policymakers and other education stakeholders.
Sample Scenarios	A set of common scenarios relevant to the use of the Annual Snapshot.
Administrators’ Frequently Asked Questions (FAQs)	Focuses on and provides answers to the most-asked questions that SU/SD leadership, central office staff and principals might have.
Snapshot Overview	Explains the “why” behind the creation of the Annual Snapshot, what it is and how it supports continuous improvement in Vermont’s schools and SUs/SDs.
Annual Snapshot User Guide (public)	A PowerPoint slide deck that provides an overview of the Annual Snapshot and guides users through the process of accessing and using the Annual Snapshot.
Frequently Asked Questions (FAQs) (public)	Focuses on and provides answers to the most-asked questions that the public, parents, families, media, community members and policymakers might have.
Video Tutorials	Brief video tutorials with screenshots and guided narration to support the user experience.

Q: When will all the data for the measures and indicators for all EQS domains be available in the Annual Snapshot?

Collecting and verifying all the data for the Snapshot will take some time, so Vermont will release the data of the Annual Snapshot in phases. For Phase 1, the spring of 2019, the Annual Snapshot will release data that meets federal requirements in the Academic Proficiency Domain:

- Content Standards
- English Language Proficiency
- Graduation Rate

For Phase 2, AOE will update the Annual Snapshot during the autumn of 2019 with additional data. For Phase 3, the Annual Snapshot will be updated with all data at the end of 2019.

Q: What do I do if I have questions about or would like to provide feedback on the data in the Annual Snapshot?

If you have questions or feedback about the data included in the Annual Snapshot, please contact the Help Desk at aoe.schoolsnapshothelp@vermont.gov.