

The Department of Education sets guidelines, defines protocols, and monitors data entry and practices. Using baseline information gathered from previous monitoring efforts, the DOE will begin an internal audit of selected high schools' data. The audit will include a close review of credit accumulation, graduation and discharge codes, and Regents scores over the summer, and an additional review during the Progress Report verification period. For more information, please review the questions below or contact [oaservicedesk@schools.nyc.gov](mailto:oaservicedesk@schools.nyc.gov).

**Why is the DOE conducting this audit?**

Effective instruction and meaningful accountability require fair and accurate student performance data. Since we began holding educators accountable for student performance, we have been strengthening controls and guidelines for student performance data to ensure that student and school evaluations remain fair and accurate. In a small number of cases, we have identified data integrity issues and reported them to the appropriate authority for investigation. We have also identified areas where protocols needed to be clarified, have made the necessary clarifications, and have improved training, communication, and guidance for school staff.

**How will schools be selected?**

School selection will be based on analysis of data integrity in three focus areas: credits, Regents scores, and discharges. Schools may be included based on findings in one or more of the focus areas. The fall Progress Report verification check will be based on additional risk assessments and analysis of the Progress Report data. Some schools may be selected for both the summer and fall reviews.

**What can my school do to prepare for the audit? How much work will this involve if we are selected?**

Reviews will focus on schools' internal controls and documentation, and will include selection and testing of a sample of relevant transactions and data points. You can prepare by ensuring that your school's [record keeping](#) is well-organized, up to date, and aligned with State and City policies. Documentation requested for the audit may include: school/course grading policies; master schedule; current and former student transcripts; certification for graduation procedures; panel approvals of students' participation in make-up credit programs; Regents test booklets, answer documents and/or student responses, and scoring rosters; and documentation of student discharges. You will receive detailed information about the documentation collection process if your school is selected for the audit.

**What is the timeline for the audit process? When will selected schools be notified?**

For the summer review, selected schools will be notified and data collection will begin in June. For schools selected for Regents exam review only, notification and data collection will occur shortly after the June Regents exam administration. The review of data and supporting documentation will occur over the summer, and results will be shared with schools in the fall. For the Progress Report verification check, schools will be notified and documentation will be collected in September and October. Results will be shared prior to the high school Progress Report release.

**How will the DOE ensure that the audit process is fair?**

The DOE's Office of Auditor General (OAG) will oversee the development and execution of the audit plan, including the school selection process, to ensure fairness and objectivity. Documentation reviews will be conducted by a team that is highly trained and experienced in each of the focus areas, overseen by the OAG and the Division of Academics, Performance, and Support. Final results of the audit will be

determined by these offices. Principals of selected schools will have an opportunity to review and comment on their preliminary findings, and to provide additional information and documentation where appropriate.

**What are the consequences for audited schools? Will the results of the audit be public?**

Performance data will be corrected. Schools may receive additional training. If allegations of misconduct are found, they will be referred to the Special Commissioner of Investigation. Information provided in the audit will not impact individual students who are on track to graduate in June 2011. The first year of this audit will focus on identifying systemic and school-level areas for improvement. The DOE may issue a summary report noting the types of deficiencies identified and corrective actions taken.