



STATE OF NEW MEXICO
PUBLIC EDUCATION DEPARTMENT
300 DON GASPAR
SANTA FE, NEW MEXICO 87501-2786
Telephone (505) 827-5800
<http://www.ped.state.nm.us>

CHRISTOPHER N. RUSZKOWSKI
SECRETARY OF EDUCATION

SUSANA MARTINEZ
GOVERNOR

December 18, 2018

MEMORANDUM

TO: Superintendents and Charter School Administrators

FROM: Severo Martinez, Director of Literacy, the Humanities, and Early Childhood

RE: **2018/19 Student Literacy Guidance and Rule Adoption: 6.19.9 NMAC**

A handwritten signature in black ink, appearing to read "S. Martinez".

Measuring and supporting our students' early literacy skill development allows us the opportunity to better serve students and ensure that students are on-track to being college and career ready. On July 24, 2018, [6.19.9 NMAC, Early Literacy Remediation, Interventions, and Family Engagement](#) became effective. This rule adoption codifies best practices in interventions, parent and family notification and engagement, and data collection and reporting.

As promotion/retention data was reviewed and validated for the 2017-2018 school year, many discrepancies were identified between district submitted data and state level data. Below are most frequent data discrepancies that were identified:

- The number of notification letters sent home did not match the number of Non- Proficient students listed for MOY.
- Discrepancies in the number of student retention recommendations and waiver letter signed by parents
- Number of students not proficient at EOY did not match with the number of retention recommendations and/or waiver signed
- Copies of all parent notification letters and signed waiver letters were not submitted by districts

Data Collection Requirements:

Since the 2016-17 school year, the Public Education Department (PED) has required districts to collect and report early literacy data for grades one through three. **This rule change requires that early literacy data for kindergarten and grades one through three be collected and reported for the 2018-19 school year and beyond.**

For kindergarten and grades one through three, LEAs shall track and report student literacy data and information in accordance with department requirements. Student performance shall be measured by the benchmark assessment for literacy, as defined in 6.19.9.7 NMAC.

Districts and charters shall report the following data to the department by March 1, 2019:

- (1) number of students not proficient in literacy, as determined by the middle of year benchmark assessment for literacy
- (2) number of student assistance teams convened for students not proficient in literacy
- (3) number of parent notification letters sent regarding individual students not proficient in literacy, as determined by the middle of year benchmark assessment for literacy

Districts and charters shall report the following data to the department by June 1, 2019:

- (1) number of students not proficient in literacy, as determined by the end of year benchmark assessment for literacy
- (2) number of retention waiver letters signed by parents or legal guardians of students not proficient in literacy, as determined by the end of year benchmark assessment for literacy

Districts and charters shall report the following data to the department by August 1, 2019:

- (1) number of students not proficient in literacy, as determined by the end of year benchmark assessment for literacy, retained
- (2) number of students not proficient in literacy, as determined by the end of year benchmark assessment for literacy, promoted to the next grade
- (3) number of students at performance level one in English language arts, according to his or her grade three individual student report for the state assessment
- (4) explanation of final determinations of student retention and promotion for which student performance on the end of year benchmark assessment for literacy was not the deciding factor
- (5) copy of the district's retention waiver letter template
- (6) copies of all parent notification letters sent to parents or legal guardians regarding individual students not proficient in literacy, as determined by the middle of year benchmark assessment for literacy
- (7) copies of all retention waiver letters signed by parents or legal guardians for individual students not proficient in literacy, as determined by the end of year benchmark assessment for literacy

For the 2018-2019 data submission, NMPED will be validating data after each posted deadline for submission and districts where data is not matching, it will be returned and a second submission will be requested.

Attached are the Technical Assistance Manual and spreadsheet that will be used for reporting of requested data to NMPED.

If you have any additional questions, please contact Severo Martinez at severo.martinez@state.nm.us.

AE/sm

cc: Ashley Eden, Deputy Secretary, School Transformation