



Northport-East Northport Union Free School District

***Report on Internal Controls Pertaining to the
Student Data Management Cycle***

February 2019

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Scope of Engagement

Pursuant to the request of the Northport-East Northport Union Free School District and in accordance with the District's February 2018 Risk Assessment Update, we have reviewed the policies, procedures, and internal controls pertaining to the District's Student Data Management Cycle.

The objective of our analysis was to determine whether the internal controls pertaining to Student registration, performance, and attendance procedures are adequate and that duties are properly performed thus safeguarding and ensuring the accuracy and integrity of personal, private and sensitive information of District Students.

Work Performed

Our analysis consisted of the following:

- (i) Examined the documents provided to us by the District, including:
 - (a) Organization chart for the Student Data Management function and job descriptions of all staff members.
 - (b) Student Registration.

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1. Board of Education approved policies.
 2. List of students enrolled for the fiscal year 2017/2018.
 3. Sample of student registration forms.
 4. User permissions report indicating access levels of groups and users in eSchool.
- (c) Student Attendance
5. Board of Education approved policies.
 6. User permissions report indicating access levels of groups and users to change student attendance in eSchool.
 7. Listing of student attendance for the fiscal year 2017/2018.
- (d) Student Performance
8. Board of Education approved policies.
 9. Grade Reporting Schedule for the fiscal years 2017/2018.
 10. Sample of Change of Grade Forms.
 11. User permissions report indicating access levels of groups and users with access to change Student grades in eSchool.
- (ii) Interviewed the Assistant Superintendent for Student Services, Technology & Assessment, Administrator of Technology, and other District employees involved in Student Data Management Cycle. During our meetings, we had the opportunity to review documents and direct inquiries regarding transactional records, supporting documents, and timely reporting. The purpose of these interviews was to obtain knowledge as to each individual's job duties and involvement as they pertain to the student data management and reporting process, day-to-day responsibilities, who they report to and who they supervise.
- (iii) Assessed possible improvements pertaining to the internal controls of the Student Data Management Cycle. Such recommendations are presented within each applicable report section.

Assessment of Student Data Management Procedures

The District's current student data management procedures are structured around five (5) distinct categories. We have reviewed each categorical procedure during the course of our audit. We have documented the five (5) student data processes by way of organization chart and narratives for each categorical procedure within Exhibits 1 through 5. For ease of reference, the categories are listed below:

- *General Organization Structure and Policies*
- *Student Registration Procedures*
- *Student Attendance Procedures*
- *Student Performance Procedures*
- *User Access*

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General Organization Structure and Policies (Exhibits 1 & 2)

The attached Exhibits 1 & 2 summarize the organizational structure and policies applicable to the District's student data management cycle. Based upon our analysis within the area of organizational structure and policies we have made the following observations and recommendations:

The following processes are currently carried out by each Administrator/Employee:

<u>Department/Employee</u>	<u>Description</u>
Board of Education	Approves student data related policies.
Office of Technology	Coordinates and supervises the Office of Technology, reports grades to NYSED, creates and assigns rights for each user of eSchool, enters lockout dates for grading into eSchool, and monitors student management system.
Principals	Review and approve grade change requests for their building. Establish marking periods.
Main/Attendance/Nurses Offices	Monitor student attendance within eSchool.
Teachers	Record attendance and grades in eSchool. Submit "Change of Grade Request Form" for student grade changes subsequent to the close of the marking period.
Registrar	Assists parents/guardians with the registration process.
BOCES Support	Enters student demographics into eSchool.

Observation/Recommendation #1

The District has developed standardized forms to document the flow of information throughout the buildings, Central Registration Office, Human Resource Department, and the Office of Technology. These forms include but are not limited to the student registration packet, student physical/immunization forms, grade change forms, and new employee checklists. The enclosed narratives (See Exhibits 1 through 5) describe the procedures carried out by the Central Registration Office and the Office of Technology regarding the processing and monitoring of student enrollment, student attendance, student performance, and granting user permissions and monitoring user access within the District's student data management system.

- *In addition to the existing forms, the Central Registration Office and Office of Technology should develop documented guidelines regarding the monitoring and auditing of student enrollment, student attendance, student performance, and granting user permissions and monitoring user access within the District's student data management system. Procedures should be periodically reviewed to ensure that responsibilities are adequately performed at the District. The narratives and flowcharts attached to this report should serve as guidance to the District's documented procedures.*

Observation/Recommendation #2

During the course of our audit, we noted an area for improvement in regard to the student registration, attendance, and performance of data entry and audit process. The District has not implemented a formal review of the eSchool audit logs or exception reports in the District's student management database. The lack of review of audit logs is a risk as any unusual or unauthorized activity could become undetected. The District, with the assistance of its BOCES Support for eSchool, should develop a monitoring system including audit logs and exception reports to monitor student registration, attendance, and performance data.

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- *Upon development of audit logs to monitor the student registration, attendance, and performance information, the District should designate an individual separate from the Central Registration Office to periodically review the student registration, attendance, and performance information and determine appropriateness. Applications normally contain multiple audit logs or exception reports that can be reviewed to ensure individuals are making only authorized changes in the application. These audit logs and exception reports provide a mechanism for individual accountability and for management to reconstruct events, if necessary.*

Student Registration Procedures (Exhibit 3)

The attached Exhibit 3 summarizes the procedures pertaining to student registration. Based upon our analysis of the student registration process, we have made the following observations and recommendations:

The Central Registration Office provides a registration packet to parents/guardians to register their student within the District. Parents/Guardians are required to make an appointment with the Central Registration Office and provide supporting documentation. The Central Registration Office reviews the documents and provides them to BOCES Support to enter the student's demographic data into eSchool.

Based upon the enrollment data published by the New York State Education Department we noted that the District's enrollment decreased overall by 4.75% from 5,605 students in 2015/2016 to 5,351 in 2017/2018 as follows:

<u>NYSED Enrollment Data (*)</u>	<u>2015/2016</u>	<u>2016/2017</u>	<u>2017/2018</u>
Student Count	5,605	5,497	5,351
Change from Prior Year	N/A	(108)	(146)
% Change from Prior Year	N/A	-1.93%	-2.66%

() As of the period ending June 30, 2016, through 2018*

We selected a random sample of fifteen (15) new students registered with the District during the 2017/2018 school year and tested the registration information entered into eSchool against our audit criteria. Based on the testing procedures performed, we noted the following:

- Parents/Guardians submitted the required documents to support their children's residency and immunization for all student registrations tested.
- The student demographics entered into eSchool agreed to the supporting documents provided by the parent/guardian.

- *No recommendations at this time.*

Student Attendance Procedures (Exhibit 4)

The attached Exhibit 4 summarizes the procedures pertaining to student attendance. Based upon our analysis of student attendance process, we have made the following observations:

Teachers, with the assistance of Principals, Teachers Aides, and Nurses monitor attendance at the building level. The District has established an automated system to call parents/guardians for students who are absent. The Main Office at each building issues correspondence to the parents whose children accumulate

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excessive absences. Copies of these correspondences are provided to the building level social workers to perform home visits and investigate the reasons surrounding these chronic absences.

Based upon our analysis of the "Student Absence Report" generated by eSchool, we have made the following observations for the fiscal year 2017/2018:

- The District reported 37,762 absences for 5,003 students.
- 93 out of 5,003 students, or 1.85%, had absences over 30 days in the 2017/2018 school year. These 93 students accounted for 4,402 absences, or 11.66%, of total reported absences. It was indicated that the cumulative excessive absences are referred to the building level Social Workers for follow up.

➤ *No recommendations at this time.*

<i>Student Performance Procedures (Exhibit 5)</i>
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The attached Exhibit 5 summarizes the procedures pertaining to student performance. Based upon our analysis of student performance process, we have made the following observations and recommendations:

Teachers are required to enter into eSchool their student grades within pre-established marking periods. In the event a Teacher needs to edit a student grade subsequent to the close of a marking period, the Teacher fills out a "Grade Change Request Form" and submits it to the building level Principal for review and approval.

Observation/Recommendation #3

We have examined the contents and the format of the "Grade Change Request Form" developed for the middle and high school levels and noted the following:

- Teachers are not required to attach supporting documentation to the Grade Change Request Form.
- The District does not have a Grade Change Request Form at the elementary level.

We selected a random sample of 30 students that reported grade changes subsequent to closed marking periods at the elementary, middle, and high school levels and tested these transactions against our audit criteria. Based on the testing procedures performed, we noted the following:

- Six (6) out of 30 student grade changes tested, or 20.00%, did not have documentation to support the purpose and circumstances of the reported grade changes.
- Sixteen (16) out of 30 student grade changes tested, or 53.33%, were requested and processed based on emails or request forms other than the District's standardized "Change Request Form."
- The grade values of two (2) out of 30 student grade forms tested, or 6.67%, did not agree to the student grade changes entered into eSchool.

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We analyzed the student grade change history report for the fiscal year 2017/2018 generated by eSchool and noted instances where student grades were changed subsequent to the marking period from no grade, incomplete, or failing to passing as follows:

Building	Title	Normal	Change Over 20 Points	Denied Credit	Fail to Pass	Incomplete to Fail	Incomplete to Pass	No Grade to Fail	No Grade to Pass	Pass to No Grade	Total
ENMS	Teacher Aide	43	-	-	1	-	17	-	24	3	88 6.97%
NMS	Main Office Clerical	70	1	-	1	2	68	-	7	2	151 11.96%
HS	School Counselor	2	-	-	-	-	-	1	16	-	19 1.50%
HS	Main Office Clerical	6	-	-	-	-	-	-	-	-	6 0.48%
HS	Assistant Principal	1	-	-	-	-	-	-	13	-	14 1.11%
HS	Clerk Typist	125	4	-	139	376	125	1	60	5	835 66.11%
HS	Language Chair Person	13	-	-	1	-	-	1	105	-	120 9.50%
HS	Senior Clerk Typist	2	-	-	-	-	-	-	-	-	2 0.16%
HS	Senior Clerk Typist	13	-	2	-	-	-	-	-	-	15 1.19%
BOCES	BOCES Support	1	-	-	-	-	-	-	-	12	13 1.03%
Total Grade Changes		276	5	2	142	378	210	3	225	22	1,263 100.00%
% of Total		21.85%	0.40%	0.16%	11.24%	29.93%	16.63%	0.24%	17.81%	1.74%	100.00%

- *All Teachers should submit the standardized Change Request Form when requesting a student grade changes. The Principals should not accept any other forms of requests and should return incomplete forms to the applicable Teacher for re-submission. The Principals should review and sign off on the Student Grade Change Forms and submit the approval to the individuals who have access to eSchool to make changes subsequent to the close of marking periods. This will enhance the controls surrounding the review process of student grade changes.*

See Observation/Recommendation #2 in respect to monitoring and auditing student grade data entry process.

User Access

Observation/Recommendation #4

Based upon the information gathered from the District and our analysis of the user permissions report applicable to the group access rights generated by eSchool, we made the following observations:

- **Student Registration** - It was represented that the data entry and any applicable edits of student registration in eSchool is limited to select individuals and to BOCES Support. Our analysis of the user permissions report indicated that access to data entry and any applicable edits of student registration in eSchool is granted to fifty-four (54) groups.
- **Student Performance** - We observed that eighteen (18) users have access to modify student grades in eSchool. However, we noted that ten (10) out of the eighteen (18) users actually made grade modifications during the period analyzed.

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- *The Office of Technology should evaluate the user permissions currently assigned to each user group, develop a process to verify that individual users' access needs are compatible with the rights of the assigned groups, and update the permissions or groups as needed. This will ensure that individuals are assigned only those access rights needed to perform their job duties and will minimize the risk of unauthorized student enrollment or grade changes being made.*

Risk Rating and Opinion

Inherent Risk Rating: High

Control Risk Rating: Low

Audit Opinion: Moderate

Audit Comment: The District's control environment pertaining to the Student Data Management Cycle needs improvement. The recommendations noted above are aimed to improve the effectiveness of the student data registration and performance monitoring process and the related user access within eSchool.

Exhibits

Exhibit 1 Flowchart of Student Data Management Organizational Structure.

Exhibit 2 Analysis of Student Data Management Policies.

Exhibit 3 Narratives of Student Registration Procedures.

Exhibit 4 Narratives of Student Attendance Procedures.

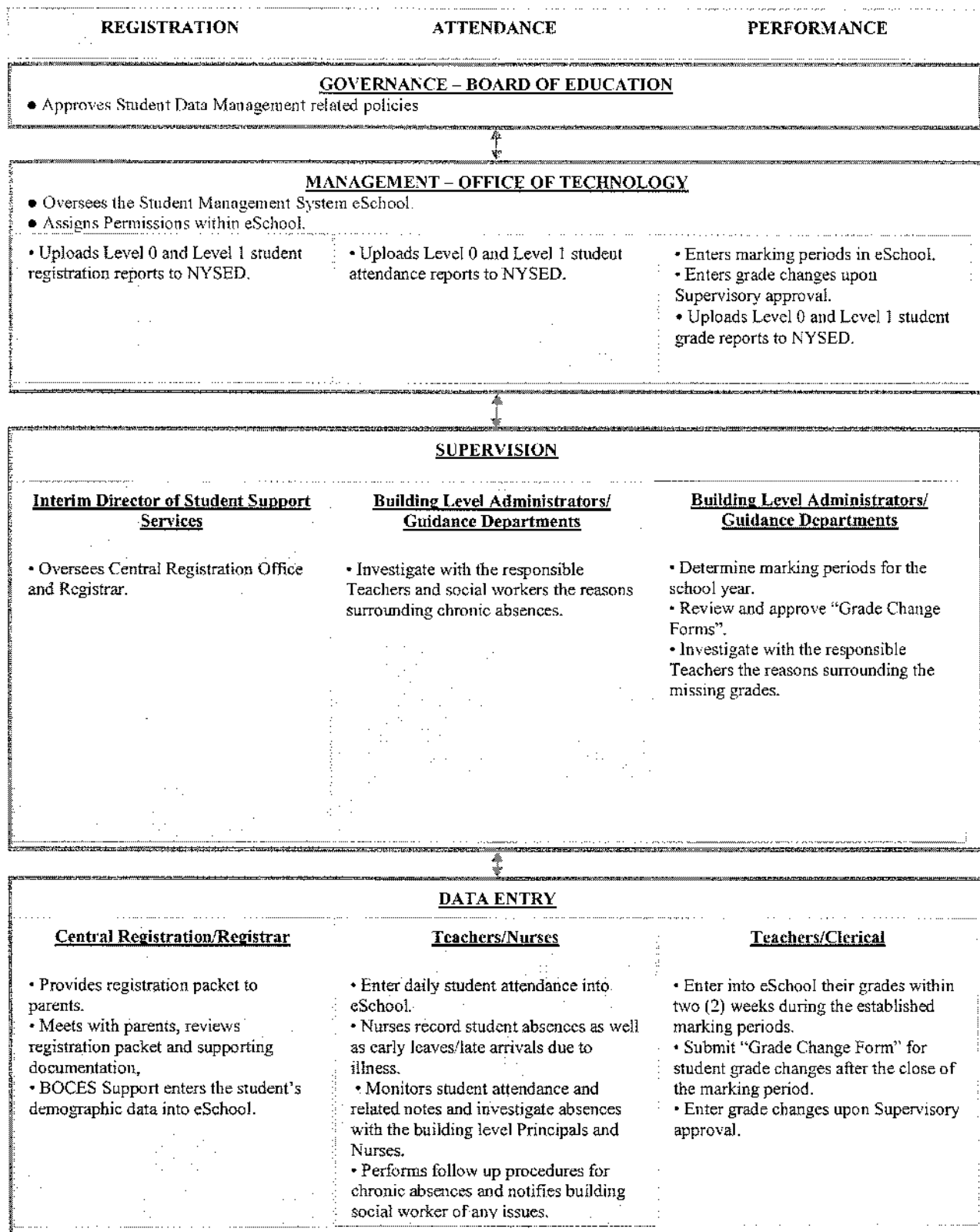
Exhibit 5 Narratives of Student Performance Procedures.

We have provided detail information to the Office of Technology to review and confirm our observation. However, due to the inclusion of sensitive information, we have not enclosed them in this report.

Please contact our Melville, New York office @ 631-756-9500 if you should have any questions in this regard.

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**Flowchart of Student Data Management Organizational Structure
Exhibit 1**



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*Analysis of Student Data Management Policies
Exhibit 2*

The District has a formal policy (Policy 5150) regarding school admissions. According to the policy, the District shall provide a public education to all persons between the ages of five and twenty-one who have not received a high school diploma and are entitled to attend school. In addition, these persons may attend without payment of tuition if they reside in the district. Veterans of any age who have not yet received his/her high school diploma are eligible to attend school as long as they were not dishonorably discharged. All new students must present proof of age, record of immunizations and a health certificate, and proof of residency upon registration.

Applicable procedures are presented in the Narratives of Student Registration Procedures. (Exhibit 3)

The District has a formal policy (Policy 5420.1) regarding proof of immunization for admission of all new entrants. According to the policy, no student will be permitted to enroll in a school in the District unless the person in parental relation to the student furnishes the District with proof that the student has received the required immunizations against communicable diseases in accordance with regulations of the New York State Public Health Law and the State Education Department, or that the immunizations required may be detrimental to the child's health, or that the parent or guardian holds religious beliefs contrary to the practice of immunizations.

Applicable procedures are presented in the Narratives of Student Registration Procedures. (Exhibit 3)

The District has a formal policy (Policy 5152) regarding admission of non-resident students. According to the policy, non-resident students shall be denied the privilege of attending the District's schools except in the following circumstances: the student is a former resident, the student's home district has established a contract for special education services with the District, or the student is a non-resident scheduled to become resident. Non-residents are subject to tuition at the rate set forth in the Commissioner's Regulations. In addition, the District reserves the right to refuse to admit a non-resident if it is determined that it would result in the exclusion of a resident student, result in the need for addition facility space and/or staff, the student has been disciplined, suspended or excluded from his/her previous school for disruptive behavior or endangering the health and safety of other students, or when such exclusion is deemed to be in the interest of the District.

Applicable procedures are presented in the Narratives of Student Registration Procedures. (Exhibit 3)

The District has a formal policy (Policy 5160) regarding student attendance. According to the policy, regular attendance is required within the Northport-East Northport School District. It is essential for academic success, and it is required by New York State Law. Attendance is a responsibility shared by all members of the education community, including students, parents, teachers, administrators and support staff. School staff will analyze attendance data to identify individual and group patterns of absenteeism, excused and unexcused. Specific interventions will be developed to assist each student to be successful in meeting higher academic standards.

The following incentives are designed to encourage student attendance:

- The benefits of a quality education in a rich and varied curriculum
- The benefits of social and emotional growth
- Participation in extracurricular activities
- Recognition of students with exemplary attendance

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***Analysis of Student Data Management Policies
Exhibit 2***

The following disciplinary sanctions may be used to discourage unexcused absenteeism:

- Parent notification of absenteeism, unexcused absences, tardiness and early departures
- Scheduling parent conferences to address attendance issues
- Disciplinary action which may include detention, assignment to the Student Support Center, loss of privileges and denial of course credit
- Referral to Family Court, Child Protective Services and/or other outside agencies

High school, middle school and elementary school student attendance will be maintained on a period by period basis. The determination of an absence as excused or unexcused may be left to the discretion of an administrator based upon extenuating circumstances. Administrators may require additional documentation beside parent communication to make this determination.

The following are examples of excused absences, tardiness and early departures:

- Personal illness
- Impassable roads or inclement weather
- Medical appointment
- Power failure
- College visitation for appropriate age students and their siblings
- Religious observances
- Family emergency
- Appointments with court or government related agency
- School approved function.

The following are examples of unexcused absences, tardiness and early departures:

- Oversleeping
- Missing the bus
- Family vacation
- Babysitting
- Events unrelated to school activities

Attendance procedures are handled in the following manner, by building type:

Elementary Schools

- Parents are encouraged to communicate to the attendance office the absences or lateness of their child through written and/or telephone correspondence.
- If the school does not receive notification of a child's absence, a telephone call is made to the parent/guardian as soon as practical during the school day.
- Consequences and incentives pertaining to student attendance may be implemented as referenced in the policy.

Middle Schools

- Parents are encouraged to communicate to the attendance office the absences or lateness of their child through written and/or telephone correspondence.

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*Analysis of Student Data Management Policies
Exhibit 2*

- If the school does not receive notification of a child's absence, a telephone call is made to the parent/guardian as soon as practical during the school day.
- Consequences and incentives pertaining to student attendance may be implemented as referenced in the policy.

High School

- Each day that a student is absent from school, their parent/guardian should call the attendance office and give the following information:
 - a. Student's name and grade level
 - b. Reason for the absence
 - c. Expected length of absence
- If the school does not receive notification of a child's absence, a telephone call is made to the parent/guardian as soon as practical during the school day.
- Should there be extenuating circumstances and a call cannot be made, then upon the return to school the student will have 72 hours to bring in a note to the grade level administrator for the absence to be considered excused. Students are responsible for making up the work they missed.

Students who accrue nine (9) absences in a semester course or eighteen (18) absences in a full year course shall be considered for the denial of course credit

Applicable procedures are presented in the Narratives of Student Attendance Procedures. (Exhibit 4)

The District has a formal policy (Policy 4710) regarding the middle and high school reporting policy. According to the policy, Students in grades 6-12 shall receive a report card four times each year, at the end of each quarter of the school year. The purpose of report cards is to communicate to parents of student achievements in each class. A grade of 0-100 will be assigned by the teacher to reflect student achievement. A grade lower than 65 shall indicate that the student has failed that course. Interim notices are mailed home to the parents/guardians for any student who is failing or in danger of failing for the quarter and/or course.

Applicable procedures are presented in the Narratives of Student Performance Procedures. (Exhibit 5)

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*Narratives of Student Registration Procedures
Exhibit 3*

1. Student registration is centralized at the Central Registration Office at the High School. The Central Registration Office has made available at its Office and at the District's website a registration packet with the following forms to the new District residents who wish to enroll their children:
 - Residency Questionnaire
 - Emergency Contact Information Form
 - Special Education Services Form
 - Release of Information from Former School Form
 - Signature Form
 - Early Dismissal Permission Form
 - Computer Network for Education Exhibit - Student Agreement
 - Computer Network for Education Exhibit - Parent/Guardian Consent and Waiver Form
 - Student Photograph and Name Consent Form
 - Student Health History Form
 - Allergies/Medical Condition(s) Form
2. Parents or guardians complete the above forms and submit the following documentation:

Proof of Residency

Any one (1) of the following:

- Residential lease or proof of ownership of a house or condominium, such as a deed or mortgage statement.
- Statement by a third-party landlord, owner or tenant from whom the person(s) in parental relation leases or with whom they share property within the District.
- Other documentation and/or information indicating the parents' residency including but not limited to current property tax bill, current homeowner's/rental insurance policy statement, etc.

Any two (2) of the following:

- Pay Stub
- Income tax form
- Utility or other bills
- Membership documents (e.g., library cards) based upon residency
- Voter registration documents
- Official driver's license, learner's permit or non-driver identification
- State or other government issued identification
- Documents issued by federal, state or local agencies (e.g., local social service agency, Federal Office of Refugee Resettlement)
- Evidence of custody of the child, including but not limited to judicial custody orders or guardianship papers

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*Narratives of Student Registration Procedures
Exhibit 3*

Proof of Age

Any one (1) of the following:

- An original or certified transcript of a birth certificate or record of baptism (including an original or certified transcript of a foreign birth certificate or record of baptism) indicating the date of birth.
- Passport (including foreign passport) indicating the date of birth.

If these records are not available, the District may consider certain other documents/records in existence two years or more to determine age, including one or more of the following:

- Official driver's license
- State or other government issued identification
- School photo identification with date of birth
- Consulate identification card
- Hospital or health records
- Military dependent identification card
- Documents issued by federal, state or local agencies (e.g., local social service agency, Federal Office of Refugee Resettlement)
- Court orders of other court issued documents
- Native American tribal documents
- Records from non-profit international aid agencies and voluntary agencies

Proof of Immunizations

Any one (1) of the following:

- Certificate of Immunization signed by a New York State licensed physician.
- Certificate of Immunization signed by a representative of an official of health clinic.
- New York State Physical Examination Form signed and dated by a New York State licensed physician.

The Parent/Guardian is also required to submit the following health related forms to the District:

- Student Physical Form
 - Dental Form
3. Once all forms have been filled out and all documentation has been acquired, the Parents/Guardians make an appointment with the Registrar at the Central Registration Office to register their children.
 4. During the appointment, the Registrar reviews the submitted forms and documentation for accuracy and completeness. Copies of the documents are maintained in the students file, which is maintained at their assigned building.
 5. The Central Registration Office notifies the applicable building level Principal to determine the student's placement.

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*Narratives of Student Registration Procedures
Exhibit 3*

6. The Central Registration Office notifies the building level Nurse to review and ensure that the student's medical and immunization records are complete.
7. The Registrar provides the documentation to BOCES Support to enter the student's demographic, enrollment, and household information into eSchool.

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Narratives of Student Attendance Procedures
Exhibit 4

1. Teachers enter student attendance into eSchool for each period at the secondary level and daily at the elementary level. Substitute teachers don't have access to eSchool and document manually student attendance and provide the information to the Main Office of their building for entry into eSchool.
2. Nurses are responsible to record in eSchool student absences as well as early leaves/late arrivals due to illness. Substitute Nurses don't have access to eSchool and provide the information to Main Office of their building for entry into eSchool.
3. Teachers at the building level monitor student attendance and related notes and investigate absences with the building level Principals and Nurses. Parents/guardians receive a phone call via an automated system each day a student is absent. The Main Office at each building issues correspondence to the parents whose children accumulate excessive absences. Copies of these correspondences are provided to the building level social workers.
4. Social workers perform follow up procedures including home visits to investigate the reasons surrounding chronic absences.
5. Access to enter student attendance in eSchool is granted by the Office of Technology based on employee position and responsibilities. The following individuals have access to enter and/or edit student attendance information:

Building

Bellerose Avenue Elementary School
Dickinson Avenue Elementary School
Fifth Avenue Elementary School
Norwood Avenue Elementary School
Ocean Avenue Elementary School
Pulaski Road Elementary School
East Northport Middle School
Northport Middle School
Northport High School
Central Office

Access to Enter/Edit Student Attendance Information

Teachers, Teacher Aides, School Greeter, Clerical, Nurse
Teachers, Teacher Aides, School Greeter, Clerical, Nurse
Teachers, Teacher Aides, School Greeter, Clerical, Nurse
Teachers, Teacher Aides, School Greeter, Clerical, Nurse
Teachers, Teacher Aides, School Greeter, Clerical, Nurse
Teachers, Teacher Aides, School Greeter, Clerical, Nurse
Teachers, Teacher Aides, School Greeter, Lunch Monitor, Nurse
Principal, Teachers, Teacher Aides, Lunch Monitor, Clerical, Nurse
Teachers, Teacher Aides, School Attendance Aide, Clerical, Nurse
Administrators

6. In the event a student's attendance record needs to be corrected, the Teacher is required to complete a standardized "Void Absence Form" indicating the following:
 - Teacher Name
 - Student Name
 - Grade
 - Voided Date(s)
 - Period
 - Reason
 - Teacher Signature

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Narratives of Student Performance Data Procedures
Exhibit 5

1. The District utilizes eSchool as an electronic grade book system to maintain student class rosters in which teachers input student grades and track academic progress. eSchool is also utilized to track students' grades (input by District Staff), monitor student performance, generate student report cards, and maintain student performance records. (e.g. transcripts).
2. Principals determine the marking periods and notify the Office of Technology to enter them into eSchool. It was represented that the marking periods do not change, with the exception of severe weather whereby the marking periods may be extended to assist the Teachers enter their student grades in the system.
3. Teachers are required to enter their student grades within the established marking periods. Teachers at the secondary level have approximately two (2) weeks to enter student grades for their quarter. The following table summarizes the frequency of the marking periods per grade:

<u>Category</u>	<u>Grades</u>	<u>Frequency/ Year</u>
Report Card	K - 5	3 Times per Year
Progress Report	6 - 12	4 Times per Year
Report Card	6 - 12	4 Times per Year

4. In the event a Teacher needs to edit a student grade subsequent to the close of a marking period, he/she is required to complete a standardized "Grade Change Request Form" indicating the following:

Middle Schools

- Student Name
- Grade
- Date
- Teacher
- Course Information
- Grade to be Changed
- Change Grade From/To
- Reason for Change
- Teacher Signature
- Administrator Signature
- Counselor Signature
- Processing Information

High School

- Date
- Teacher
- Counselor
- Student
- Course Information
- Change Grade From/To
- Grade Definition
- Reason for Change
- Comment Change From/To
- Teacher Signature/Date
- Department Chair Signature/Date
- Assistant Principal Signature/Date
- Principal Signature/Date
- Processing Information

5. The "Grade Change Form" is reviewed, approved, and signed off by the student's Counselor (Middle Schools), Department Chair Person, Assistant Principal, and Principal.
6. Upon approval, the building level Principals forward the forms to individuals separate from the teachers at their building or to the Office of Technology to enter into eSchool the grade changes.
7. The Administrator of Technology submits student regent exam grades to NYSED quarterly. The Administrator of Technology exports the information from eSchool and uploads the data directly to NYSED.