

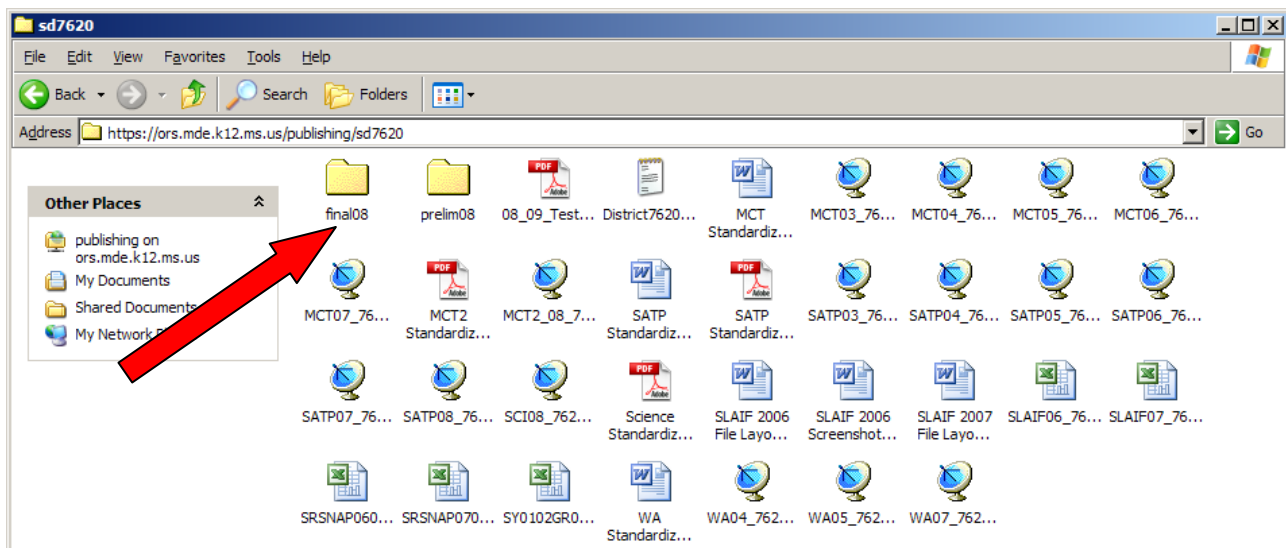
# Using the Secure District File Retrieval System to Access 2008 AYP Accountability Reports

Office of Research and Statistics  
Mississippi Department of Education  
Revised October 6, 2008

Traditionally, the Office of Research and Statistics (ORS) has mailed an annual preliminary “Accountability Package” containing preliminary NCLB AYP reports and Achievement and Growth reports and, after the review and appeal process, a final “Accountability Package” containing the final NCLB AYP and Achievement and Growth reports. However, in 2008, the “Accountability Package” is being delivered electronically via each district’s secure web site.

**Note:** Directions for accessing your secure district website begin on page 3 of this document.

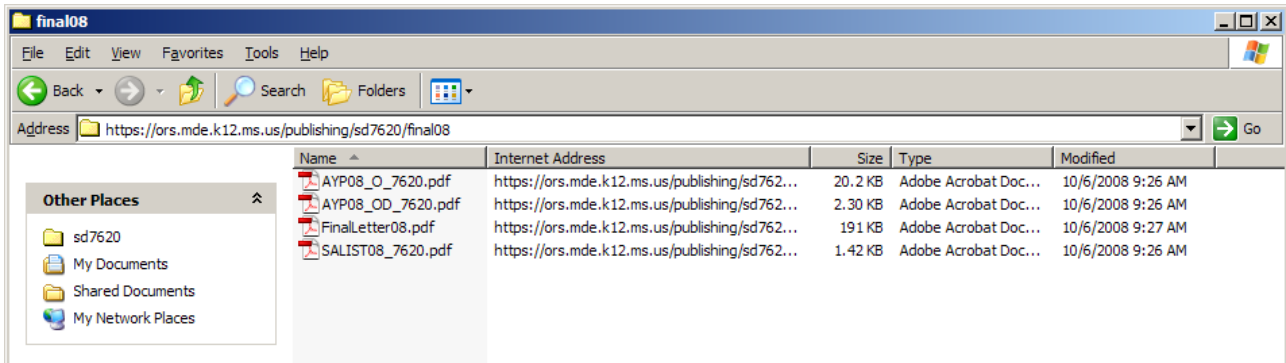
Once you have logged into your secure website, you will see folders labeled “Prelim08” and “**Final08.**”



Double Clicking on the “Final08” folder will take you to the **FINAL** 2008 AYP results.

Once in the Final08 folder, you’ll see all of the documents traditionally included with the final mailing **except** Achievement and Growth reports. **Since there is no state accountability model for 2008, there will be no 2008 Achievement and Growth reports.**

You should download each of the 2008 **FINAL** reports to your computer and then access them directly from your computer.



**The FINAL 2008 AYP results folder will contain the following files:**

FinalLetter08.pdf – Memo from Hank Bounds announcing the final results.

SALIST08\_DDDD.pdf – Unique report for your district listing any schools/District requiring special action. Note: The “DDDD” in the file name would be replaced by your district code. In the example above, the file would be “SALIST08\_7620”.

AYP08\_O\_DDDD.pdf – Overall school-level reports for your schools

AYP08\_OD\_DDDD.pdf - Overall district-level report for your district

**IF YOUR DISTRICT FILED A REQUEST FOR REVIEW, THE FOLLOWING FILE WILL ALSO APPEAR:**

FD\_DDDD.pdf – Final Determination form for your district. Please refer to FinalLetter08.pdf for more details.

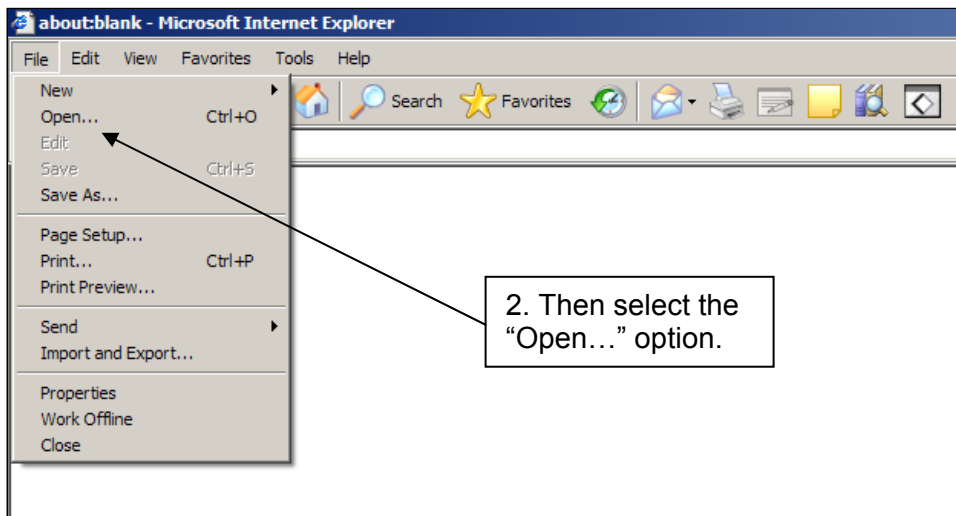
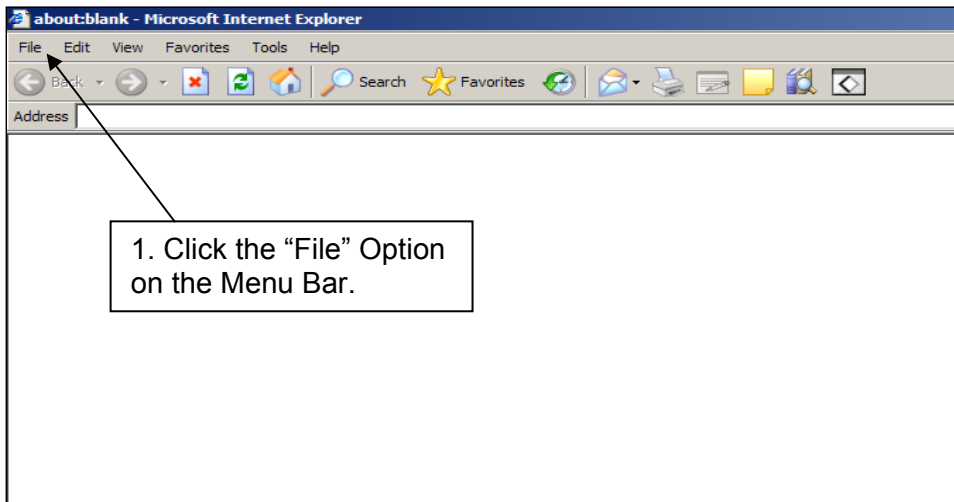
# Using the Secure District File Retrieval System on the New Server

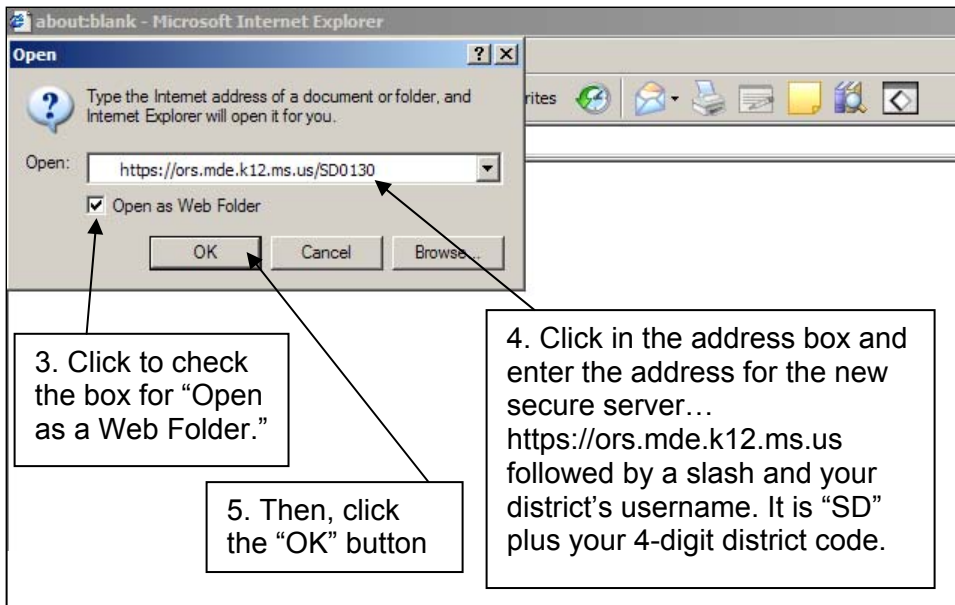
Office of Research and Statistics  
Mississippi Department of Education  
June 26, 2007

In 2003, the Office of Research and Statistics (ORS) established a site on an FTP server and assigned each district a username and password. That site was used for posting files that districts could download, but that were not accessible by the public.

The physical server hosting the ORS secure district web site has been changed to increase capacity (storage space and speed) and security (by implementing in-transit encryption of data). Although we attempted to make this change as transparent as possible to districts, the new server operates somewhat differently and a new procedure must be used the first time you access data on the new site.

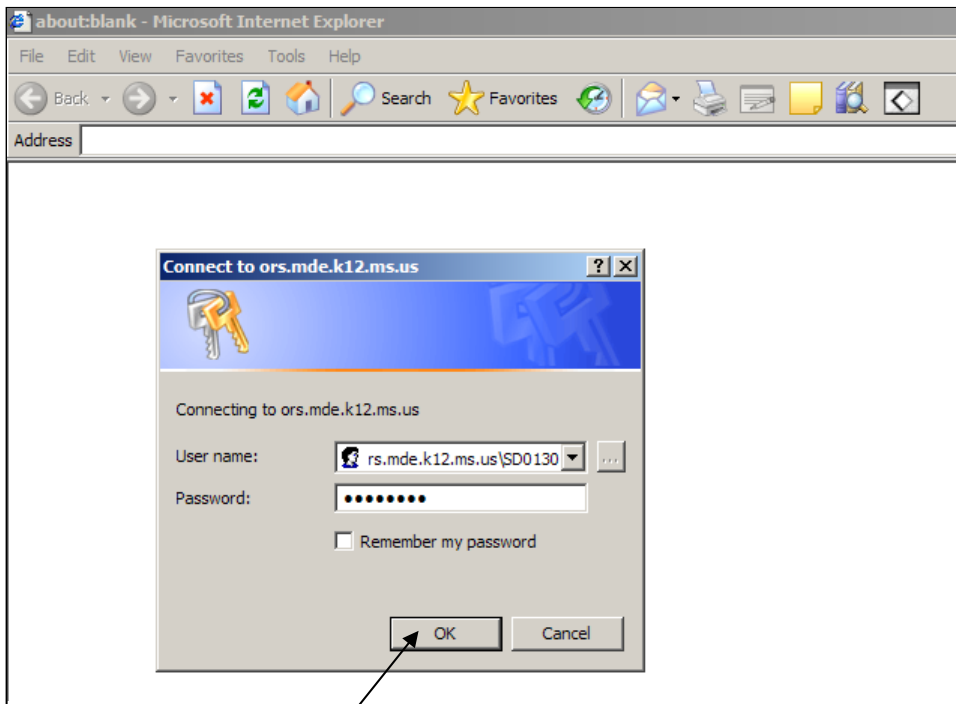
You will need to use Microsoft Internet Explorer to access the new server. After launching the browser, follow the instructions shown on the next three screenshots.





A login box will appear on your screen. Be sure the username shown in the box is for the new secure server and contains your username. Then, enter your secure password.

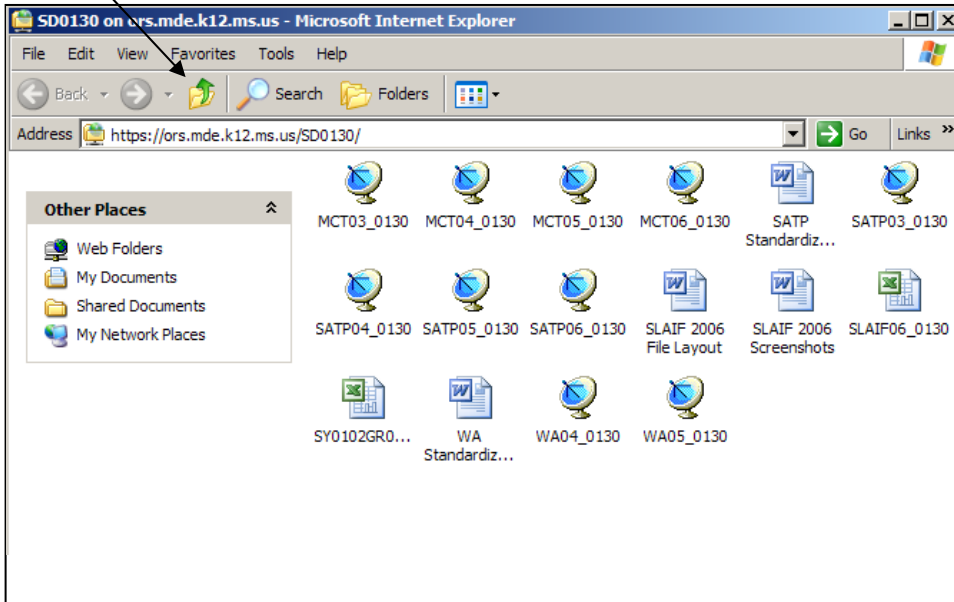
**Note: The username and password for accessing your district's secure data has not changed!**



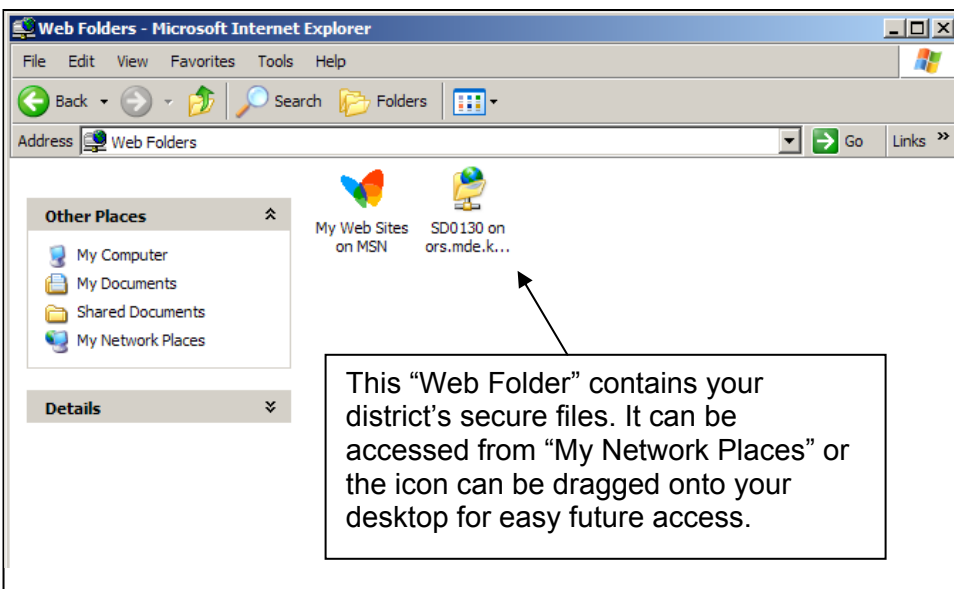
Then, click the "OK" button.

The next screen you see should look like the screen you used when you accessed your district's secure files from the old secure "FTP site." However, the new server does not actually use FTP for file transfer purposes and it acts and feels more like a Windows workstation (like the files were actually stored on your local PC).

Next, click the icon in the navigation toolbar to go "up one level."



That will show you the "Web Folder" that you created by opening your district's secure folder on the new secure server. You can simply drag the icon for the new web folder onto your desktop or access it in the future by going to "My Network Places" on your PC.



Note: When accessing the web folder in the future, you may have to re-enter your username and secure password.