

## Full Academic Year (FAY) Verification

District Attendance Director



**Please Note:** FAY status should be submitted after you have reviewed and submitted attendance data. Please coordinate with Principals in your district to ensure that FAY data can be submitted in a timely manner for final certification. District Attendance Directors may be authorized to submitted FAY status details on behalf of schools, at the district Superintendent’s discretion. Please clarify expectations with your district leaders.

1. To begin the review and submission process for EOY FAY data, please go to the CERT.EOY application. Click on the “FAY Summary” menu item within the “Sub Groups” menu.
2. Click on “FAY Summary” to see the number of students enrolled at each school who achieved “full academic year” status during the school year as well as a count of students who are enrolled at each school currently but who did not meet the FAY enrollment threshold. You will also see a “District FAY” section to indicate the number of students who achieved FAY status in the district but not in any one school.

A screenshot of the 'FAY (Full Academic Year) Data' report. The report is titled 'FAY (Full Academic Year) Data' and includes a 'Print' button. It features a table with the following data:

FAY by School	School FAY	Enrolled School NOT FAY
	132	12
	184	3
	209	14
	216	16
	280	13
	338	32
	254	14
	604	40
	331	13
	661	27
	404	16
	904	24
GrandTotal	4517	224

Below the table, there is a note: "Students here have been enrolled in the district for 135 or more days but have not been enrolled in a specific school for 135 or more days. Student's state summative assessment results will only be factored into calculations done at the district level." Below this note is a section for 'FAY - ONLY DISTRICT' with a 'District FAY' field containing the value '45' and a 'Submit Data' button. A yellow arrow points to the '45' value.

**Please Note:** FAY status is achieved by students who are enrolled at a school for more than 134 school days (that is, students who are enrolled 135 or more days). If you suspect that a student who is listed as “FAY” was not actually enrolled at a school or in the district for the requisite number of days, you may wish to review the student’s

enrollment record and make any corrections you feel are needed based on your knowledge and the facts of the student's case.

- You may wish to view student level data as part of your review—particularly for those students who achieve FAY status at the district level only, rather than at a specific school. You may click on any student count (as indicated by the yellow arrows in the screenshot above) to review the list of students. To facilitate quicker reviews, the “FAY Detail” screen that will pop up in a separate window allows you to export the student list to Excel, which will enable you to sort and filter based on your own criteria.

**COUNTY - District Only**

Student listed here will have their state summative assessment scores factor into school performance calculations for the school and district listed under the "FAY District" and "FAY School", even if the "Current Enrolled District" and "Current Enrolled School" fields represent a different school. Students without a value in the "Current Enrolled District" or the "Current Enrolled School" are not currently enrolled in any WV school.

Print Excel

**FAY DETAIL**

FAY								
	FAY District	FAY School	Current Enrolled District	Current Enrolled School	Student ID	Last Name	First Name	Mid Name
1.		000						
2.		000						
3.		000						
4.		000						
5.		000						
6.		000						
7.		000						
8.		000						

**Please note:** The exported Excel file, should you choose to use it, should be handled with care, and reasonable security precautions should be observed to protect students' education information. WVDE recommends that you store the file in a secure location (e.g., a network drive), if you have need to view the information during more than one review session. Storing the file on removable media is not recommended.

- If you believe that there are inaccuracies or errors in a school's data, you will need to contact the Principal to coordinate corrections. Attendance rate data must be submitted before FAY data can be submitted. Thus, if corrections in FAY are needed, it may be necessary for you to clear and resubmit attendance data.
- When you are satisfied that the FAY information for the schools in your district is accurate, press the submit button at the bottom of the screen. This will allow your Superintendent to begin the process of reviewing the collection in order to certify the data.