

ACTION  
REQUIRED

January 9, 2017

TO THE ADMINISTRATOR ADDRESSED:

Subject: 2017-2018 Data Validation Monitoring Leaver Records Staging

The purpose of this letter is to provide districts, including charter schools, with 2017-2018 intervention staging information for data validation monitoring of leaver records (DVM-L).

District-level reports of the 2017 leaver records data validation indicators and student-level reports were posted to the [TEA Secure Environment \(TEASE\)](#) Accountability application on October 27, 2017. Reports are available *only* for districts that triggered one of the eight DVM-L indicators. Districts were encouraged to review and analyze these reports to ensure the leaver records data they submit reflect the requirements of leaver record reporting, including the requirements contained in the *2017-2018 Texas Education Data Standards and Appendix D*. Based on that review, districts should have determined whether any new or additional procedures needed to be implemented to ensure the accurate submission of leaver record data by the fall collection resubmission date of January 18, 2018.

For the 2017-2018 year, intervention staging for DVM-L was determined by the indicators for which the district had anomalous data, including longitudinal data for select indicators. Staging will be posted the week of January 8, 2018, in the Intervention, Stage, and Activity Manager (ISAM) application in [TEASE](#). Through ISAM, a district can determine which stage of intervention has been assigned for DVM-L. All districts with anomalous data for any DVM-L indicator have been assigned an intervention stage.

**Districts assigned to Stage 1** will complete the DVM-L workbook for the identified indicator and develop a DVM-L corrective action plan (DVM-L CAP) to address any leaver record coding or documentation discrepancies and/or noncompliance. *Completion* due date is **February 23, 2018**. Districts in Stage 1 will maintain the DVM-L workbook, DVM-L CAP, and supporting documentation locally. These districts will submit intervention and supporting documentation only upon request of the Texas Education Agency (TEA). Districts will complete and submit a Superintendent Attestation Statement to the agency through ISAM by **February 23, 2018**. **This Attestation Statement is verifying that district intervention activities are complete and ready for submission to the agency, if requested.**

**Districts assigned to Stage 2 or 3** will complete the DVM-L workbook for the identified indicator(s) and develop a DVM-L CAP to address any leaver record coding or documentation discrepancies and/or noncompliance. **The due date for completion and submission to TEA is February 23, 2018.** Further, districts assigned to Stage 3 will engage in follow-up support activities to help ensure the successful implementation of corrective actions and leaver records data submission. Specific follow-up activities will be determined after the review of the submitted DVM-L workbook(s) and DVM-L CAP.

Additionally, all districts assigned an intervention stage will need to designate a DVM-L program contact in ISAM. Step-by-step instructions for completing this task are located on the [DVM-L page](#) of the TEA website.

Data validation interventions are coordinated with performance interventions to the extent possible and tailored to data accuracy concerns. If a district staged for interventions in the DVM system also is identified for an on-site program effectiveness review through the Performance-Based Monitoring Analysis System (PBMAS), the on-site review will include a review of data quality and data reporting systems.

### **Resources**

Information related to the DVM-L indicators is available in the [2017 Leaver Records Data Validation Manual](#).

Intervention documents and tools, including the [Data Validation Intervention Guidance Document](#), for conducting the DVM-L intervention activities are currently posted to the [TEA website](#), and will be available in ISAM the week of January 8, 2018. Districts selected for on-site data validation reviews will receive individualized correspondence from TEA detailing required intervention activities.

For questions about the [2017 Leaver Records Data Validation Manual](#), as well as any of the indicators, please contact Performance-Based Monitoring by phone at (512) 936-6426 or by email at [pbm@tea.texas.gov](mailto:pbm@tea.texas.gov).

For questions about interventions, intervention resources, due dates, or submission extension requests, please contact the Division of School Improvement by phone at (512) 463-5226 or by email at [Sldivision@tea.texas.gov](mailto:Sldivision@tea.texas.gov).

Education service center (ESC) contacts will also be available as resources to districts as they complete DVM-L intervention requirements.

We appreciate your support of data validation monitoring and anticipate that a data-driven, performance-based approach will assist districts in their ongoing efforts to improve student achievement and data accuracy.

Sincerely,

C. Lizette Ridgeway  
Director, School Improvement