

Clarification Process for Districts reporting less than 100% compliance in data collections for State Performance Plan Indicators 11 and 12.

1. TEA returns data to the District after SPP application close date.
2. District Certifier receives email notification of returned data.
3. District Certifier reviews district level data. If data entry error is identified (inaccurate data was submitted) proceed to Section 1: Clerical Error Correction Process. If data entry is correct (accurate data was submitted) proceed to Section 2: Indicator Compliance Corrections Clarification Process.

Section 1: Clerical Error Correction Process

1. District Certifier accesses the Data Entry screen and
 - a. applies correction data
 - b. completes the Explanation field with details about the correction
2. After correcting all clerical errors, District Certifier;
 - a. indicates yes or no of whether there is need to provide clarification . [**NOTE:** for data containing both clerical errors and accurate data that did not meet indicator compliance requirements, the District Certifier should check “Yes, I have clarifications.....”. See Section 2: Indicator Compliance Corrections Clarification Process]
 - b. clicks the Save button. [**NOTE:** if indication of ‘no’ in step 2.a., save will result in link to Certification statement (required), if indication of ‘yes’ in step 2.a., save will result in link to proceed to District Admin and Data Clarification screen.]
 - c. reviews and consents to the Certification statement (required). [**NOTE:** No other statements or check boxes are visible on the screen]
3. District Certifier must click the Certify button to submit the updated district data to TEA by the clarification close date.

Section 2: Indicator Compliance Corrections Clarification Process

1. District Certifier accesses the District Admin screen and provides clarification by completing the student data fields **only** if the district feels it can demonstrate correction of the indicator compliance requirements under Prong 1 and Prong 2 criteria.
2. Clarification is provided **only** for each instance (student) where the indicator compliance requirement was completed, although late.
3. District Certifier completes the following as appropriate;
 - a. click the Save button after completing each student data field
 - b. click the Expand button to review all clarification entries
 - c. edit data and re-save entry if necessary
 - d. review and consent to the Assurance statements and the Certification statement by checking each box (required)
4. District Certifier must click the Certify button to submit the updated district data to TEA by the clarification close date.