



## STATE ACCOUNTABILITY RATING APPEALS FAQ

Performance Reporting manages the appeals process.

For additional guidance on appealing a campus or district's state accountability rating, refer to page 77 of the 2016 State Accountability Manual found at:

<http://tea.texas.gov/2016accountabilitymanual.aspx>

### 1. What is the appeal process?

Districts should file their intent to appeal district and campus ratings by using the TEA Secure Environment (TEASE) Accountability website. This confidential online system provides a mechanism for tracking all accountability rating appeals and allows districts to monitor the status of their appeal(s).

After filing an intent to appeal, districts must mail an appeal packet including all supporting documentation necessary for TEA to process the appeal. Filing an intent to appeal does not constitute an appeal. To file an intent to appeal

1. Log on to TEASE at <https://seguin.tea.state.tx.us/apps/logon.asp> or TEAL at <https://pryor.tea.state.tx.us>.
2. Click ACCT – Accountability.
3. From the Welcome page, click the *Notification of Intent to Appeal* link and follow the instructions.

The *Notification of Intent to Appeal* website will be available during the appeals window from August 12 through 5:00 p.m. CDT on September 30. The status of the appeal (e.g., intent notification and receipt of documentation) will be available on the TEASE Accountability website.

- Districts must submit their appeal in writing via mail to TEA by September 30, 2016. The appeal shall include the following:
  - o A statement that the letter is an appeal of a 2016 accountability rating
  - o The name and ID number of the district and/or campuses to which the appeal applies
  - o The specific indicator(s) appealed
    - o The special circumstance(s) regarding the appeal, including details of the data affected and what caused the problem
    - o If applicable, the reason(s) why the cause for appeal is attributable to TEA, a regional ESC, or the testing contractor(s)
    - o The reason(s) why granting the appeal may result in a revised rating, including calculations that support that rating
    - o A statement that all information included in the appeal is true and correct to the best of the superintendent's knowledge and belief
  - o The superintendent's signature on official district letterhead

- The appeal shall be addressed to the Division of Performance Reporting as follows:  
Division of Performance Reporting  
Texas Education Agency  
1701 North Congress Avenue  
Austin, TX 78701-1494

**Attn: Accountability Ratings Appeal**

- The letter of appeal should be addressed to Mr. Mike Morath, Commissioner of Education. (See example letters on page 83 of the Accountability Manual.)
- Appeals for more than one campus, including AECs, within a single district must be included in the same letter.
- Appeals for more than one indicator must be included in the same letter.
- Districts have only one opportunity to appeal for any campus or the district.
- If the appeal will impact the rating of the district or a paired campus, the consequence must be noted.
- When student-level information is in question, supporting documentation must be provided for review, i.e., a list of the students by name and identification number. It is not sufficient to reference indicator data without providing documentation with which the appeal can be researched and evaluated. *Confidential student-level documentation included in the appeal packet will be processed and stored in a secure location and accessible only by TEA staff authorized to view confidential student results. Please clearly mark any page that contains confidential student data.*
- It is the district's responsibility to ensure all relevant information is included in the appeal as districts will not be prompted for additional materials.
- Appeals postmarked after September 30, 2016, are not considered. Appeals delivered to TEA in person must be time-stamped by the Division of Performance Reporting before 5:00 p.m., CDT on September 30, 2016. Overnight courier tickets or tracking documentation must indicate package pickup on or before September 30.
- Only send one copy of the appeal letter and/or supporting documentation.
- Districts are encouraged to obtain delivery confirmation services from their mail courier.

**2. What are the appeal deadlines?**

August 12, 2016	Ratings Release. No appeals will be resolved before the ratings release.
August 12– September 30, 2016	2016 Appeals Window. Appeals may be submitted by the superintendent once ratings are released publicly. Districts register their intent to appeal using the TEASE Accountability website and mail their appeal letter with supporting documentation. Appeals not signed by the district superintendent are denied. See the “How to Appeal” section later in this chapter.
By August 26, 2016	Data tables released. Data tables used to calculate accountability ratings are released through TEASE (unmasked) and public website (masked).
By September 16, 2016	Remaining accountability reports released. System safeguards, distinction designations, and accountability summaries released through TEASE (unmasked) and public website (masked)
September 30, 2016	Appeals Deadline. Appeals must be postmarked or hand-delivered no later than September 30, 2016, in order to be considered.

December 2016	Decisions Released. Commissioner's decisions are mailed in the form of response letters to each school district and charter that filed an appeal by the September 30 deadline. Letters are posted to the TEASE website.
December 2016	Ratings Update. The outcome of all appeals are reflected in the ratings update scheduled for December 2016. The TEASE and public websites are updated.

**3. When will appeal notification be given?**

December, 2016. See chart in question 2.

**4. If I am in the process of appealing my rating, am I still required to engage in intervention activities prior to receiving the appeal results?**

Yes. The campus should engage in the following:

- Required training
- Designate a District Coordinator of School Improvement (DCSI)
- Engagement of a Professional Service Provider (PSP), if required
- Targeted improvement plan or targeted implementation plan (for a turnaround campus) development and submission

If, a 1<sup>st</sup> year *IR* campus wins its appeal, no intervention activities will be required. However, if the campus would have been multi-year *IR*, they would now become *Formerly Improvement Required (FIR)* and will be required to participate in interventions.

*FIR* campuses must continue work with PSP and develop a targeted improvement or implementation plan, which will be maintained locally.