

When? Who?	EPPs	TEA	ETS	Westat
September 2012	Enter finishers, all but clinical, other enrolled students for 11-12 into ASEP <u>(September 15)</u>	Sends to ETS finishers, all but clinical, and other enrolled lists, filtered for initial fields only <u>(September 15-30)</u>		
October 2012	Correct any mis-entry of September data in ASEP <u>(October 15)</u>	<ul style="list-style-type: none"> •Sends to ETS all test scores for students •Revises student lists based on corrections <u>(October 20)</u>	Uploads students and tests into their Title II Reporting Services portal, after filtering for test/cert area relationships <u>(October)</u>	
November 2012	Provide any feedback on students/tests to TEA <u>(November 16-21)</u>	Responds to requests: denied if differs from ASEP reporting, or if approved, requests changes in ETS data <u>(November 26-28)</u>	Orients EPPs to using the Title II Reporting Services portal <u>(November 16)</u>	
December 2012			Creates pass rate files per Title II pass rate rules <u>(December-February)</u>	
January 2013				
February 2013	Complete the 11-12 IPRC – all sections except Section 3 (pass rates) <u>Feb 15-April 30</u>		Title II pass rates calculated <u>February 28</u>	Provides access to portal for Title II reporting known as Institutional Program Report Card (IPRC) February 2013
March 2013	EPPs view pass rate files. Can initiate resolution request if needed. March 1- 10		Delivers Title II pass rates for each EPP to Westat (March 30)	
April 2013	EPPs verify and submit IPRC reports. April 30, 2013			Loads pass rate files into each EPP's IPRC April