Educator Preparation Program Data Reporting Manual

Effective 9/1/2018 – 8/31/2019

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Introduction

The Educator Preparation Program (EPP) Data Reporting Manual includes information to guide EPP data reporting during the 2018-2019 Academic Year (AY)[1]. This manual has been updated to reflect changes that became effective in the prior AY[2]. The Texas Education Agency (TEA) will continue to update this manual as reporting systems are updated.

During AY 2018-2019, EPPs submit data about AY 2017-2018 and AY 2018-2019. Where applicable, we have worked to provide clarity on the reporting time frame.

This manual is subject to change over the course of the reporting year. Please refer the updated date on the bottom of the page to ensure you have the most up-to-date edition.

This manual is a service and a resource only. Nothing in this manual overrules statute, code, or other authoritative sources.

This manual is a companion to a series of short webinars that are available on the TEA website.

We appreciate all you do to prepare outstanding educators for our children and our future.

[1] The title of this document has been changed from the "ASEP Technical Manual" to better reflect the contents.
[2] Only those screenshots that have changed have been updated in this edition.

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Table of Contents

Contents

Introduction 2
Table of Contents 3
Contact Information 6
TEA 6
Outside of TEA 6
What's New for 2018-2019? 7
Candidate Definitions 8
Overview of TEA and Federal Data Submission and Reporting for EPPs 9
Data Collection and Processing Calendar 10
ASEP Reporting 11
The Big Picture 11
Getting ECOS Access 12
Application and Admission 12
Application and Admission Record Keeping 12
Admission Notification 13
Test Approval 13
Adding Test Approval Individually 13
Uploading Test Approval in Bulk 16
Test Approval Upload Tips 18
Confirm Test Approvals 19
GPA Spreadsheet 19
Finisher Records List 20
Adding an Other Enrolled Candidate Individually 21
Uploading Other Enrolled in Bulk 22
Annual Performance Report 24
Submitting the Annual Performance Report 26
Candidate Withdrawals 28
Ongoing Reporting on ECOS 29
Observations 29
Adding Field Supervisors Manually 29

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Uploading Field Supervisors in Bulk 31
Entering Observations 32
Adding Observations Individually 32
Uploading Observations in Bulk 34
Modifying Observation Records 36
Removing a Record 37
Maintain Finishers 37
Changing Certification Fields 39
Adding or Modifying Test Approval 40
Adding New Test Approval 40
Removing Test Approval 40
Data Verification 42
Exceptions and Errors 42
Common Test Approval Exceptions 42
Common Observation Exceptions 42
Data Verification Affidavit 43
Affidavit Checklist 43
Other ECOS Data Features 44
View Pass Rates 44
View Observations Report 45
View Field Supervisor Ratio 47
Get Educator Data 48
Test Search 49
Title II Reporting 50
Recording Data for Pearson Title II 50
Completing the Title II Institutional and Program Report Card (IPRC) Report 50
Orientation 51
Section 1.b & c. Admissions 51
Section Enrollment 52
Legislative Budget Board Reporting for Public Colleges and Universities 53
Viewing Legislative Budget Board Report for Public Colleges and Universities 54
Appendix 1: Sample Letters 56
Sample Admission Letter 56

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Sample Change of Certification Documentation 57
Sample Observations Exception Letter 58
Sample Test Approval Exception Letter 59
Appendix 2: Affidavit Filename List 60
Appendix 3: Additional Accountability Data 63
Principal Survey Data 63
Exit Survey Data 64
Teacher Survey Data 65

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Contact Information

TEA

Name	Role	Email	Phone
Vanessa Alba	Program Specialist	Vanessa.Alba @tea.texas.gov	(512) 463-6282
Lorrie Ayers	Program Specialist	Lorrie.Ayers @tea.texas.gov	(512) 936-2166
Kerri Elzie	Program Specialist	Kerri.Elzie @tea.texas.gov	(512) 936-8264
Mark Olofson	Director of Educator Data and Program Accountability	Mark.Olofson @tea.texas.gov	(512) 463-8911
Tam Jones	Director of Educator Preparation	Tam.Jones @tea.texas.gov	(512) 463-9636

Outside of TEA

Name	Role	Email	Phone
Pearson	Testing Issues, General Inquiries	texas.support @pearson.com	(800) 877-4599
Pearson	Title II issues	es-titleII @pearson.com	(800) 998-3787
Westat	Title II Reporting (IPRC)	Title2 @westat.com	(877) 684-8532

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What's New for 2018-2019?

Testing Company

As of 9/1/2018, NCS Pearson is the central vendor for teacher certification exams. This role had previously been occupied by ETS. Information about the transition is available online at http://www.tx.nesinc.com.

Title II Reporting

This shift in testing company greatly affects the procedures for Title II reporting. Pearson has developed a manual for Title II reporting along with online guidance. Due to this additional guidance, the Title II section of this manual has been changed.

GPA Spreadsheet

The GPA Spreadsheet used to report AY 2017-2018 data has been changed. We have revised the data dictionary with consistent explanations of how the data must be reported.

Formal Admission

Texas Administrative Code (TAC) §227.17 implemented formal admission procedures for EPPs. The formal admission date is the effective date that you specified in the written (paper or electronic) offer of formal admission. EPPs must notify TEA within seven calendar days of a candidate's formal admission by uploading or entering the candidate in the Test Approval window. The admission date should be the same for all tests approved.

Observations

All programs must record observations for their candidates in ECOS. TAC §228.35(g) has detailed requirements for different levels of support for different types of candidates. In August 2018, ECOS was updated to capture different assignment types and related observation types, along with assignment end dates.

Manual

The SBEC rules that the manual supports have changed significantly. We have worked to incorporate feedback from users of this manual, and later editions will continue to incorporate your improvements. Send comments regarding this manual to Mark Olofson at Mark.Olofson@tea.texas.gov.

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Candidate Definitions

Throughout this manual, candidates are described by their status in relation to the EPP and their programs of study. These commonly used terms will appear as capitalized in the text when referring to candidates as a class.

Applied
An individual seeking admission to an educator preparation program for any class of certificate

Admitted
An individual who has been formally or contingently admitted to an educator preparation program

Other Enrolled
Candidates who were admitted in the current reporting year or in any earlier reporting year who were still in the process of completing the program requirements as of August 31 of the academic year

Retained
A designation on the Annual Performance Report that is the same as Other Enrolled

Finisher
Candidates who have finished all educator preparation program requirements of coursework, training, and practicum, clinical teaching, or internship by August 31 of the academic year

Completer
A designation on the Annual Performance Report that is the same as Finisher

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Overview of TEA and Federal Data Submission and Reporting for EPPs

Data Element	Suggested Reporting Timeline	Reporting Deadline	Where to Report
Minimum Accountability Standards			
Frequency and duration of field observations	Ongoing	Sep 15	ECOS
Annual Performance Report			
Number of applicants	Sep 1	Sep 15	ECOS
Number of candidates admitted	Sep 1	Sep 15	ECOS
Number of candidates retained	Sep 1	Sep 15	ECOS
Number of program completers	Sep 1	Sep 15	ECOS
Consumer Information			
Candidate overall GPA	Sep 1	Sep 15	ECOS
Candidate credit hours in subject area	Sep 1	Sep 15	ECOS
Candidate SAT score	Sep 1	Sep 15	ECOS
Candidate ACT score	Sep 1	Sep 15	ECOS
Candidate GRE score	Sep 1	Sep 15	ECOS
Candidate Information			
New candidate program information (Eligible in Test Approval Screen)	Upon Admission	Within 7 calendar days of admission	ECOS
Candidate Status (Other Enrolled, Finisher)	Ongoing	Sep 15	ECOS
Test Approval	Ongoing	Prior to Candidate Test Registration[3]	ECOS
Title II			
Candidate Information	November 15	December 7	Pearson Portal
Program Information	April 20	April 30	Title II Portal (Westat)
Enrollment demographics	April 20	April 30	Title II Portal (Westat)
Candidate Academic Majors	April 20	April 30	Title II Portal (Westat)
Total Completers	April 20	April 30	Title II Portal (Westat)
Annual Goals	April 20	April 30	Title II Portal (Westat)
Legislative Budget Board			
Certification rates of teacher education graduates[4]	September 15	October 3	ABEST

[3] Some tests have limited administrations and related registration deadlines. Check the Pearson website for these tests.
[4] Public colleges and universities only.

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Data Collection and Processing Calendar

Date Frame	Event	Event	Event	Event
AY 2018-2019 (September – August)	Upload and update Other Enrolled and Finishers	Conduct and report observations	Gather GPA Spreadsheet data on admitted candidates	Candidates complete Exit Surveys as they apply for standard certification
September 15th, 2018	Finisher Records List (Other Enrolled and Finisher Lists) final submission to TEA for AY 2017-2018	Observation Data final submission to TEA for AY 2017-2018	Annual Performance Report Data final submission to TEA for AY 2017-2018	GPA Spreadsheet (Consumer Information) final submission to TEA for AY 2017-2018
September 21-October 15	Resolution period for AY 2017-2018 candidate status data	Resolution period for AY 2017-2018 observation data	Resolution period for AY 2017-2018 Annual Performance Report and GPA spreadsheet	Pearson Title II site opens
October - November	Pass Rates Calculated for Standard I	Observation Data Calculated for Standard IV	Submit LBB Report on IHE teacher productivity	TEA reviews certification field pass rates
December	Pearson Title II site closes – candidates listed for Title II pass rate			
January	Pearson Title II data review			
February	Program status notification sent			
March	Accreditation Statuses taken to SBEC for approval	Westat Title II reporting site (IPRC) opens		
April	All Accreditation Status Letters and impact data sent	Principal Survey opens for AY 2018-2019	New Teacher Survey opens for AY 2018-2019	Westat Title II IPRC data due April 30, 2019
June	Action Plans due from programs	Principal Surveys due June 15, 2019	Teacher Surveys due July 29, 2019	
July	Title II data review			

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ASEP Reporting

The following sections will describe how to report data related to the Accountability System for Educator Preparation (ASEP). This data is reported in the Educator Certification Online System (ECOS) and via the GPA Spreadsheet. This section starts with the admission of a candidate and walks you, the reporter, through the reporting that must take place at different stages of the teacher's candidacy. We will follow one candidate, Ivana Teach[5], through her education and training to demonstrate how you report candidate data for ASEP. Certainly, the details will vary per your program's procedures, but the major reporting requirements are generally the same across programs.

The Big Picture

Imagine a candidate going through your program. She will show up on your reporting at different points in her training. Consider a candidate who earns her certificate in about a year.

Training/ Report	APR	GPA Spreadsheet	Test Approval	Finisher Records List	Observations	Title II - Westat	Title II - Pearson
Apply	Counted as *Applied* in all, gender, and ethnic group						
Admit	Counted as *Admitted* in all, gender, and ethnic group	Listed with relevant GPA information	Uploaded within 7 days of admission date	Listed as Other Enrolled with certification area		Counted as enrolled with gender & ethnicity with Westat (IPRC).	Listed as enrolled with cert area with Pearson.
Pre-internship / Clinical Teaching	Counted as *Retained* in all, gender, and ethnic group.		Test approval granted (determined by EPP)	Listed as Other Enrolled with certification area		Counted as enrolled with gender & ethnicity with Westat (IPRC).	Listed as enrolled with cert area with Pearson.
Internship / Clinical Teaching	Counted as *Retained* in all, gender, and ethnic group.		Test approval granted (determined by EPP)	Listed as Other Enrolled with certification area	Observations recorded in ECOS.	Counted as enrolled with gender & ethnicity with Westat (IPRC).	Listed as enrolled with cert area with Pearson.
Finisher	Counted as *Finisher* in all, gender, and ethnic group.			Listed as Finisher with certification area.	Number, duration and timing of observations meets SBEC requirements	Counted as finishing with gender & ethnicity with Westat (IPRC).	Listed as completed with cert area with Pearson.

After the candidate finishes your program, if she completes all required tests and obtains a standard certificate, her data will show up in the numbers of certified persons/certificates awarded lists. She will also be included in the EPP data for the Principal Survey, Exit Survey, New Teacher Survey, and retention.

[5] Ivana Teach is fictional. Her SSN is a random set of numbers, and all other demographic information is made up. Any similarities to a real teacher candidate are purely coincidental.

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Getting ECOS Access

TEA online applications work best with Internet Explorer or Firefox. They are less reliable with Google Chrome or Safari.

Before you begin you must be able to get into ECOS using your TEAL (TEA Login) account. TEA has provided guidance on how to get access to the necessary reporting features through the ECOS for Entities link on the TEA Secure Applications page. There you can find TEAL Access Instructions for ECOS Entity Users and you can Request Access Online. The TEA Secure Applications link is featured prominently in the blue "Popular Applications" ribbon on the TEA Home Page. If you are unable to get into TEAL and ECOS, speak first to your legal authority or the person at your institution responsible for providing ECOS access permission. If necessary, you can also get help from your program specialist.

Application and Admission

The first point of contact with teacher candidates is likely at the application stage. In our example, Ivana arrived at your program in October 2018 wanting to be an elementary school teacher. She completed an application, submitted her transcripts and other required paperwork, and paid an application fee. Ivana is an Applicant.

A different person applied the same day, Don Elvin. You decided to admit Ivana but not admit Don. Ivana is Admitted. Don is only an Applicant.

Now that you've accepted Ivana into your program, you will record her enrollment in six places:

1. Test approval window
2. GPA spreadsheet
3. Finisher Records List[6]
4. APR Table
5. Pearson Title II website
6. Westat Title II website

Application and Admission Record Keeping

In applying, Ivana brings her application, her enthusiasm, her records, and required reporting in for ASEP. EPPs are required to report the number of candidates who apply, are admitted, retailed, and complete the program, disaggregated by race, gender, and ethnicity[7]. Because you don't know all the candidates who will apply, be admitted to, retained, or complete your program, TEA advises EPPs to develop a table to track this information over the year so you will be able to easily complete the Annual Performance Report (APR). If Ivana and Don were the first candidates of AY 2018-2019, your table would look something like this.

[6] This has also been called the "Finisher List" and the "Other Enrolled List." The Finisher Records List contains both Finishers and Other Enrolled. ECOS users can apply filters to view only Finishers (yielding the "Finisher List") or only Other Enrolled (yielding the "Other Enrolled List"). See the Finisher Records List section for additional information.
[7] See TEC §21.045(b)

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Group	Applied	Admitted	Retained	Completed
All	2	1	1	
Female	1	1	1	
Male	1			
African-American				
Hispanic				
Other	2	1	1	
White				

Both Don and Ivana are in the Applied column, but only Ivana is in the Admitted column[8]. Ivana is also listed in the Retained column, because as soon as she is admitted she is considered retained. The AY when Ivana is admitted is the only year she will be in the Admitted column, but she will remain in the Retained column until she completes or leaves your program. Notice that the sum of male and female equals All, and the sum of the ethnic groups equals All. This is required in APR reporting.

Admission Notification

Having decided to admit Ivana to your program, you must notify her of the offer of formal admission in writing by mail, personal delivery, facsimile, email or an electronic notification,[9] including the effective date of formal admission. The applicant must accept your offer to be formally admitted to your program. Finally, **you must notify the TEA within seven calendar days of a candidate's formal admission.** Because of the short deadline, TEA recommends that EPPs give candidates a deadline for accepting or refusing admission. Please see Appendix 1 for a sample formal admission letter. You must notify TEA that you have admitted Ivana by adding her information through the *Test Approval* screen in ECOS.

Test Approval

The test approval screen in ECOS is where EPPs approve candidates to take certification exams and where EPPs communicate candidate admission to their program[10]. This reporting can be done for candidates through individual data entry or as part of a bulk upload.

Adding Test Approval Individually

1. Log on to ECOS for Entities for your program (this is the "Green Screen")
2. Select **Test Approval** menu
3. Select **Search Add/Edit Applicants**

[8] Any candidate who applies, is admitted, retained, or completes a program at any point during the year must be captured on the APR.
[9] TAC §227.17
[10] TEA plans to provide EPPs with a separate upload screen to provide admission information in the future.

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4. If Ivana already has a TEA ID, enter her TEA ID and click **Search**
5. If Ivana does not have a TEA ID and has never been in ECOS, enter her social security number (SSN), tick the **Create with Given SSN** box, and click **Search**

6. Add the relevant information for the applicant. Enter the name exactly as it appears on the candidate's driver's license or passport. **DOUBLE-CHECK** the information you entered to be sure it is correct[11]
7. Click **Save**
8. Click **OK** to continue.

[11] Accurate names and social security numbers are critical. Be sure the name you enter is exactly the name that appears on the candidate's driver's license or passport. The candidate will be turned away from testing if the names differ.

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Add New Educator Information

The applicant/educator's name must appear exactly as it appears on their valid state ID

Basic Educator Information	
SSN	741-85-2963
**First Name	Ivana
Middle Name	
**Last Name	Teach
Maiden Name	
**Birth Date (mm/dd/yyyy)	01/01/1900
**Email Address	ivana.teach@gmail.com

** - Denotes Required Field
Entity's Affidavit:
I, Michael Vriesenga, an authorized representative of Abilene Christian University,
do hereby affirm that I have entered on-line, truthfully and correctly, the information for this student.
By pressing the Save Button below, I affirm that all of the information I have provided above is true.

Save Cancel

9. Click **Add Test Approval**

Maintain Test Approval Information

Basic Educator Information			
SSN/TEA ID	First Name	Middle Name	Last Name
741-85-2963 / 2080762	Ivana		Teach
Gender	DOB	Ethnicity	
	1/1/1900	Not Specified	

Educator Test Information				
Test Code/Description	Route	Active Date	Approved?	Updated By

Return Add Test Approval

10. Put the effective date of formal admission in the **Date of Admittance** window. This is the date you specified in your admission correspondence to the applicant/candidate.
    a. Each candidate should have only one admission date
    b. This date must be between 9/1/2018 and 8/31/2019 for AY 2018-2019 candidates
11. Select the route for Ivana's program and your institution.
12. Select the test for the certification the candidate is pursuing or "Not Assigned"
13. Select the appropriate approval level ("Eligible" or "Approved for One Attempt") [12]
14. Click **Save**

[12] TEC §21.048 limits a candidate to an initial attempt at a test and four retakes. TAC §229.4 holds programs accountable for candidate success on certification exams. Consequently, you should be sure your candidates are well prepared to pass the test before you change them from Eligible (0) to Approved for 1 Attempt (1).

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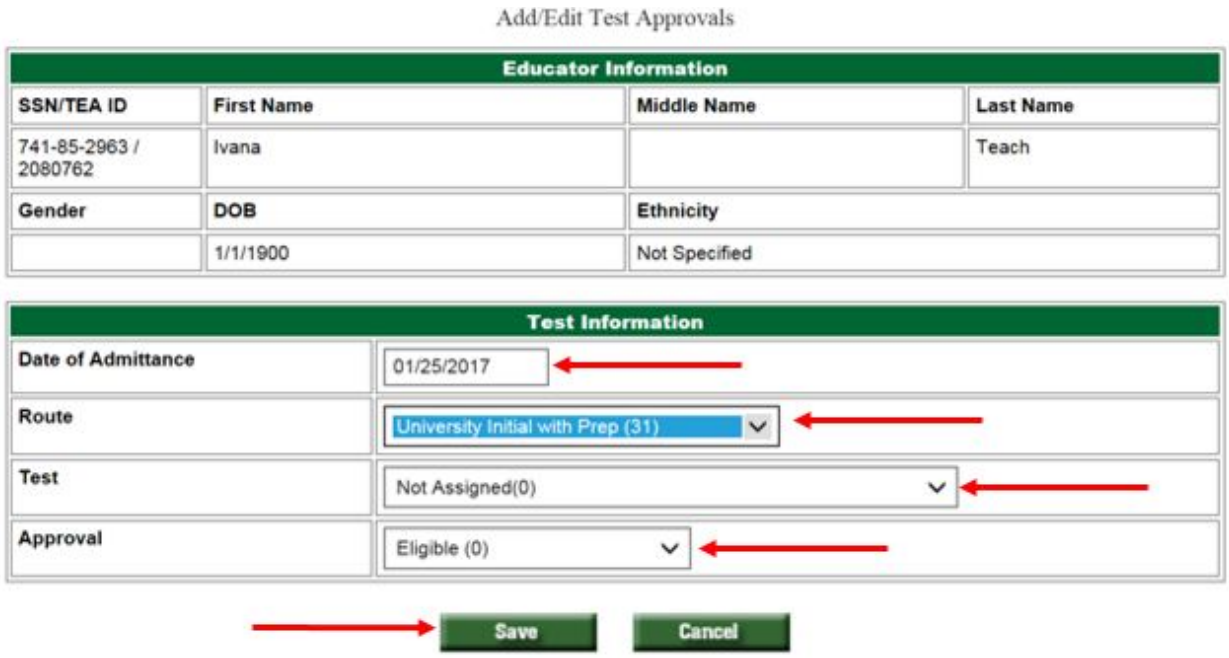
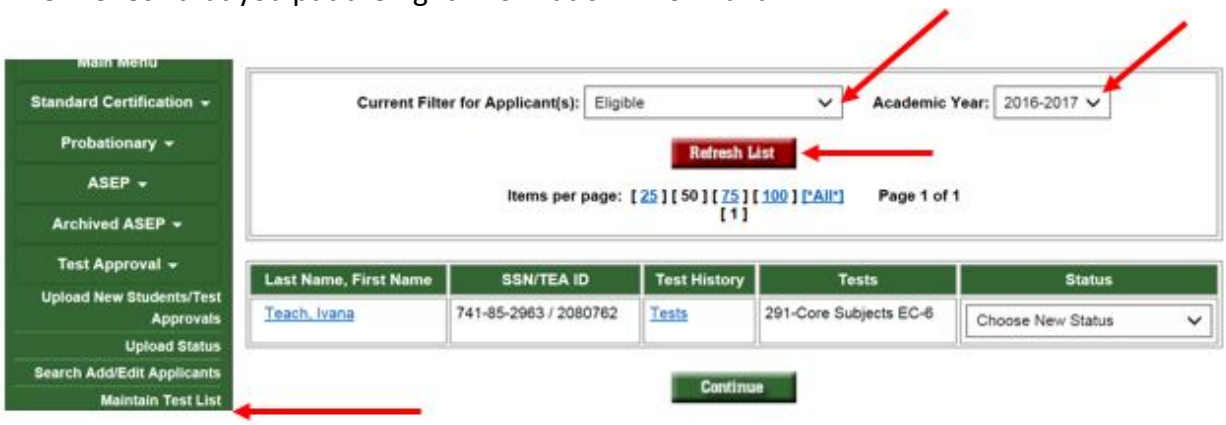


Check your work when you're finished.

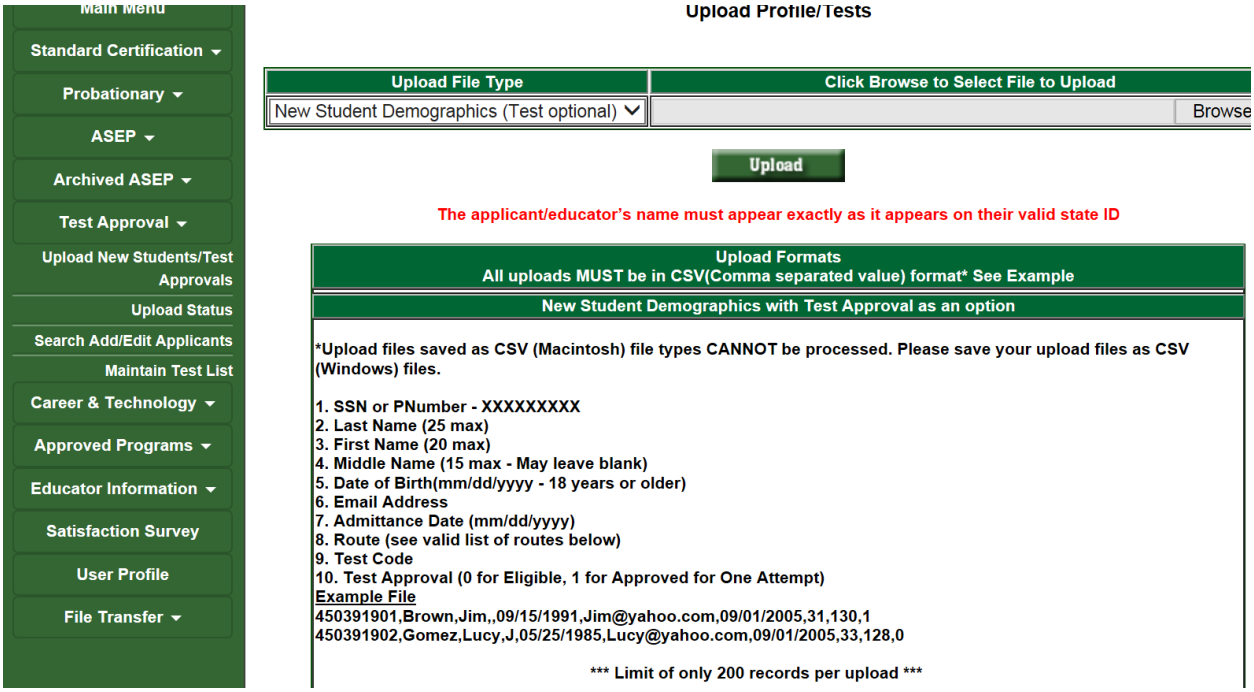
1. Click the **Maintain Test List** menu option
2. Select the relevant filter ("All")
3. Select the relevant "Academic Year"
4. Click the **Refresh List** button
5. Check that you put the right information in for Ivana



Uploading Test Approval in Bulk

Uploading individual candidates one at a time can be time consuming for larger programs. If you create a .csv file using Excel with the relevant candidate data, you can upload as many as 200 candidates at one time. This can be done by following these steps:

1. Click on **Upload New Students/Test Approvals**. The file layout is shown below with an example.



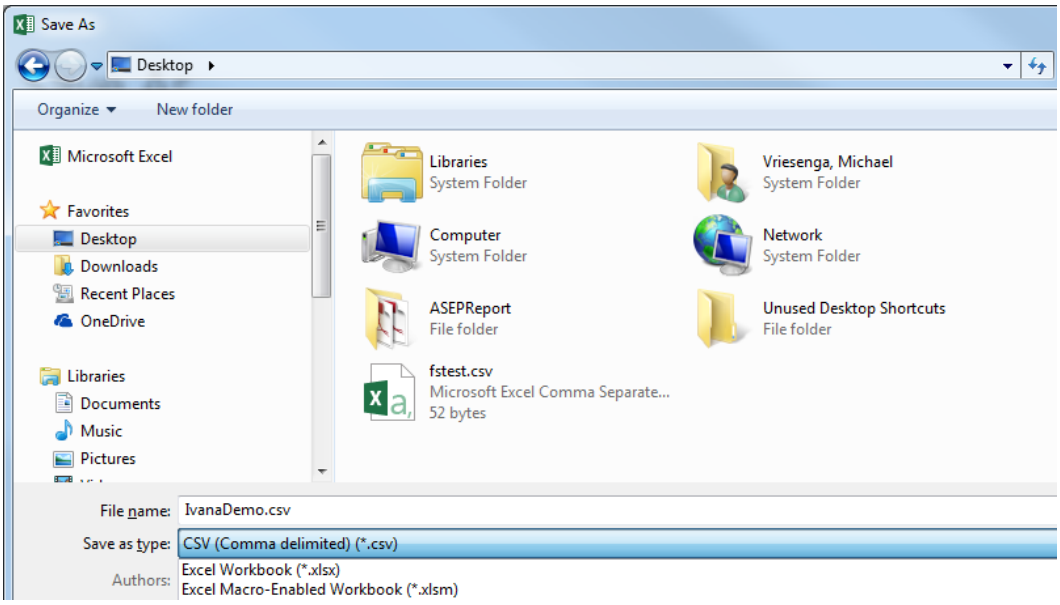
2. Create your .csv file taking guidance from the *Upload* screen. Do not use headers. There should be 10 columns (A-J) when you're done. These are the same values provided in the individual data entry screen.
    A. SSN or P number[13]
    B. Last Name
    C. First Name
    D. Middle Name (Optional)
    E. Date of Birth (mm/dd/yyyy)
    F. Email address
    G. Admittance Date (mm/dd/yyyy)
    H. Route
    I. Test Code
    J. Test Approval

Your completed file will look something like this:

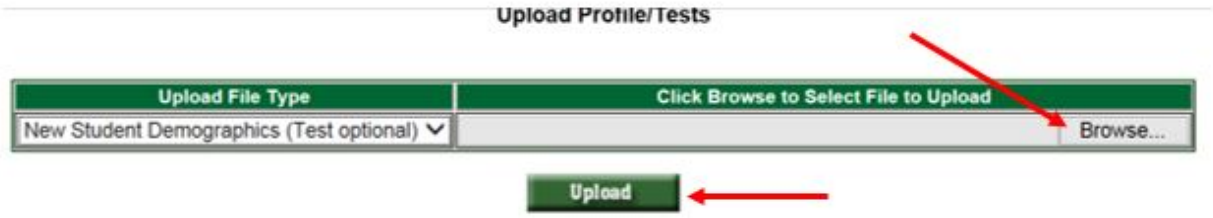
A	B	C	D	E	F	G	H	I	J
2080762	Teach	Ivana		01/01/1900	iteach@epp.edu	10/01/2018	31	291	0

3. Save your file as .csv to a location where you will be able to locate it

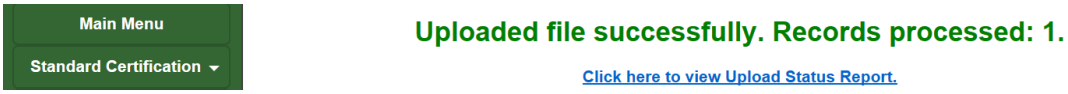
[13] Accurate names and social security numbers are critical. Be sure the name you enter is exactly the name that appears on the candidate's driver's license or passport. The candidate will be turned away from testing if the names differ.



4. Click **Yes** as necessary through multiple dialogue windows to save as .csv
5. Close the file, ensuring it remains in .csv format
6. On the *Upload* screen, click **Browse…**
7. Browse to find the .csv file you saved
8. Click **Upload**



If your file was created correctly, you will get a message confirming the upload.



Test Approval Upload Tips

1. You cannot edit existing test approvals using the upload function
2. Disable pop-up blockers
3. Spam blockers may block TEA notifications
4. No stray numbers, commas, additional lines, spaces, or columns
5. Check for extra lines by opening the spreadsheet in Notepad or Wordpad
6. If you get a message that the upload failed, you will need to upload the file again

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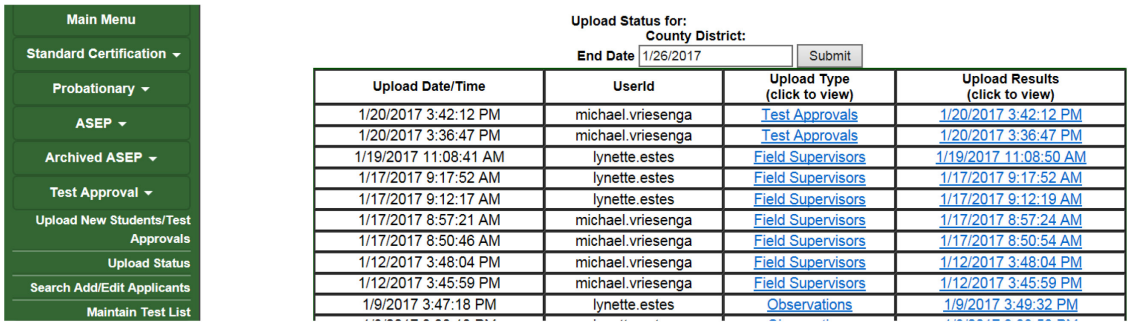
Confirm Test Approvals

1. Click the **Test Approval** menu
2. Select **Upload Status**
3. Click the **Test Approvals** link in the "Upload Type" column to see a text version of what you uploaded. It will look like:

   741852963, TEACH, IVANA,,01/01/1900,ivana.teach@gmail.com,10/01/2018,31,291,0

4. Click the appropriate date/time stamp in the "Upload Results" column to see any errors that occurred when you uploaded.
5. If necessary, correct any errors and upload again.



Upload Date/Time	UserId	Upload Type (click to view)	Upload Results (click to view)
1/20/2017 3:42:12 PM	michael.vriesenga	Test Approvals	1/20/2017 3:42:12 PM
1/20/2017 3:36:47 PM	michael.vriesenga	Test Approvals	1/20/2017 3:36:47 PM
1/19/2017 11:08:41 AM	lynette.estes	Field Supervisors	1/19/2017 11:08:50 AM
1/17/2017 9:17:52 AM	lynette.estes	Field Supervisors	1/17/2017 9:17:52 AM
1/17/2017 9:12:17 AM	lynette.estes	Field Supervisors	1/17/2017 9:12:19 AM
1/17/2017 8:57:21 AM	michael.vriesenga	Field Supervisors	1/17/2017 8:57:24 AM
1/17/2017 8:50:46 AM	michael.vriesenga	Field Supervisors	1/17/2017 8:50:54 AM
1/12/2017 3:48:04 PM	michael.vriesenga	Field Supervisors	1/12/2017 3:48:04 PM
1/12/2017 3:45:59 PM	michael.vriesenga	Field Supervisors	1/12/2017 3:45:59 PM
1/9/2017 3:47:18 PM	lynette.estes	Observations	1/9/2017 3:49:32 PM

NOTE: Don't rely on the computer to identify errors. ECOS will identify some data *type* errors, but it will not identify data *content* errors. Ask a colleague to cross-check your work.

Congratulations, you have successfully recorded Ivana Teach as a candidate in your program in an internal table you will use to complete the APR and in the test approval system. The next step is to record her on the GPA spreadsheet.

GPA Spreadsheet

EPPs provide information for all candidates admitted in the prior academic year using the GPA spreadsheet. In determining whether you would enroll Ivana in your program, you reviewed her transcripts; much of this transcript information must be listed on the GPA spreadsheet. It is the responsibility of the EPP to ensure that the individuals reported as admitted using the Test Approval screen are identical to the persons listed on your GPA spreadsheet.

TEA posts a blank GPA spreadsheet on the Program Provider Resources page, along with a GPA Spreadsheet Data Dictionary. This spreadsheet is updated annually so programs must be sure to get the new template every year. As a practical matter, you should update a working version of the GPA spreadsheet whenever you admit a new candidate. This will allow you to keep up with your new candidates and monitor how your program is doing in relation to minimum GPA requirements for cohorts. Here is how a portion of the spreadsheet will look for Ivana.

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Data for Teacher Candidates Admitted in the 9/1/2017-8/31/2018 Reporting Year										
				GPA			Content GPA		TSI	PACT
EPP County/District Code	Candidate TEA ID Number	Date Admitted to EPP (MM/DD/YYYY)	Candidate Certification Field	Overall GPA	GPA for Last 60 Hrs. (report only if used for admission)	Admission GPA	Certification Subject Area Courses - Total Hours	Certification Subject Area Courses - GPA	Basic Skills Determination	PACT or Content Test Passed at Admission (Y or N)
Totals	1			3.50	#DIV/0!	3.50	66.00	3.70		0
123456	556655	1/15/2018	Core Subjects EC-6	3.50		3.50	66.0	3.70	E	N

The GPA spreadsheet for the AY should only include candidates admitted between September 1 and August 31 of that academic year. A candidate will likely only appear on your GPA spreadsheet one year[14]. For example, if Ivana was admitted in AY 2018-2019 and remains with your program through AY 2019-2020, she will not be on the 2019-2020 GPA spreadsheet.

Once you have completed your GPA spreadsheet for the AY, you will email it to you the program specialist who works with your EPP. The GPA spreadsheet is due on or before September 15[15], following the close of the academic year on August 31. Since a GPA spreadsheet must contain all candidates admitted through August 31, GPA spreadsheets are generally submitted in the 15-day period between September 1 and September 15. If a program has updated the GPA spreadsheet throughout the year, final preparation for submission should only require double-checking information for quality assurance. Failure to supply an accurate and timely GPA spreadsheet can result in negative consequences for your EPP.

Finisher Records List

All candidates, including newly admitted candidates, must be entered on the Finisher Records List. Within the ECOS system, the Finisher Records List contains two types of candidates[16].

1. Other Enrolled – Candidates who were admitted in the current reporting year or in any earlier reporting year who were still in the process of completing the program requirements as of August 31 of the reporting year
2. Finisher – Candidates who have finished all educator preparation program requirements of coursework, training, and practicum, clinical teaching, or internship by August 31 of the reporting year

[14] There are possible exceptions. If a candidate is dis-enrolled from your program without finishing, then re-applies and is re-admitted to the program, then the candidate could be on a GPA spreadsheet more than one year.
[15] TAC §229.3(e) specifies September 15 as the reporting deadline.
[16] There is also an "All but Clinical" category in ECOS. This is an archival designation and is no longer used. Do not put any candidates in "All but Clinical."

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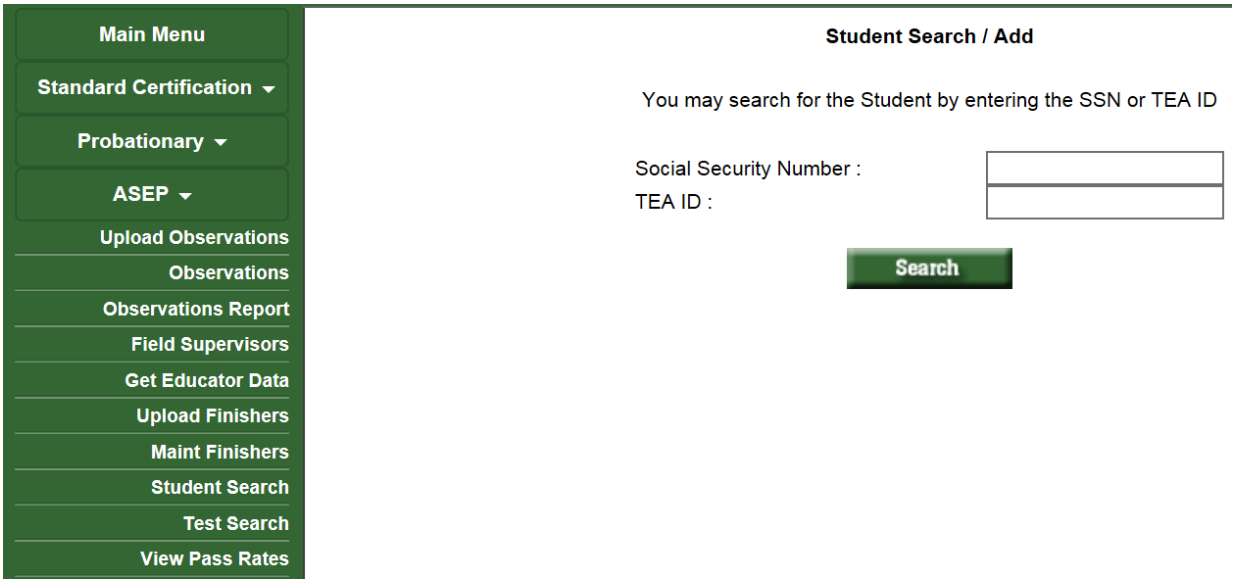
Since Ivana is now part of your program but has a lot of work to do before she finishes your program, her name must be listed as Other Enrolled on the Finisher Records List. You can add Ivana as Other Enrolled individually or as part of a bulk upload.

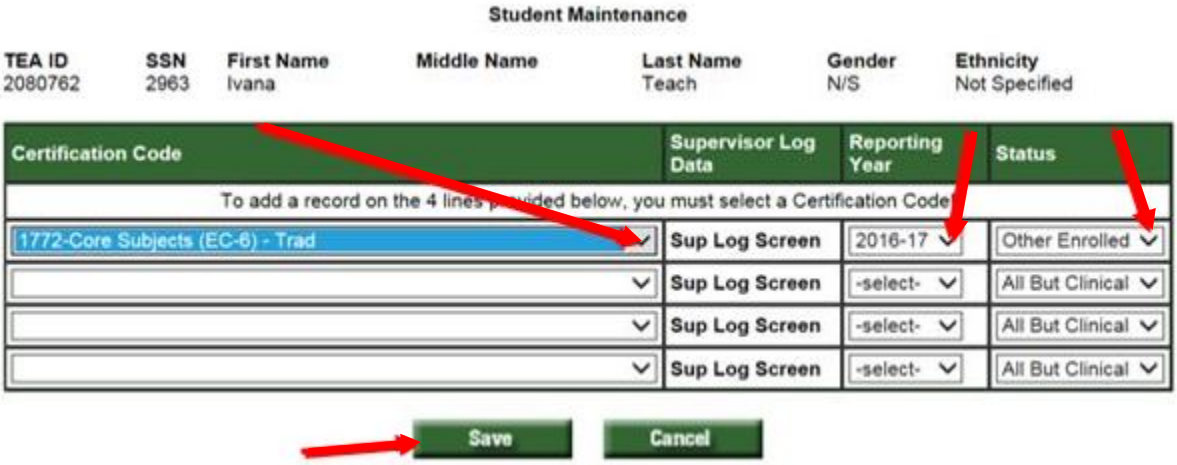
ECOS migrates Other Enrolled candidates from one year to the next, but EPPs must update the year for these candidates, and you should check this list for accuracy.

Adding an Other Enrolled Candidate Individually

1. Select **Student Search** in the ASEP menu
2. Enter the candidate's Social Security Number or TEA ID number
3. Select **Search**



4. Select the appropriate code in the "Certification Code" column
5. Select the appropriate AY in the "Reporting Year" column
6. Select proper "Status" (Other Enrolled)
7. Click **Save**



Check to ensure Ivana Teach is on your Other Enrolled list.

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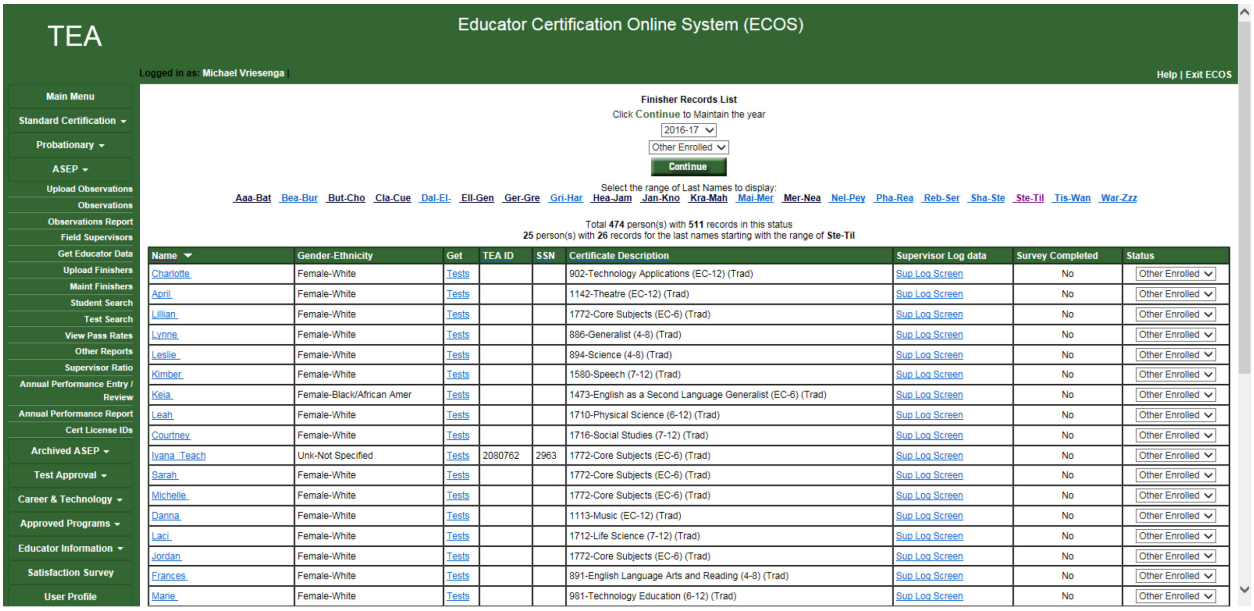
1. Click **Maint Finishers**
2. Select the appropriate year group
3. Select Other Enrolled
4. Click **Continue**
5. Double-check that Ivana's information is correct



6. If needed, click on Ivana's name to reopen the *Student Maintenance* window. Note the current information is listed on top. If necessary, you can edit data fields for accuracy[17].

Uploading Other Enrolled in Bulk

You can add up to 500 candidates at a time through the *Upload Finishers* function. Note: you cannot update candidate statuses on the Finisher Records List using the Upload function. For guidance on how to change a candidate's status, for example from Finisher to Other Enrolled, see the "Maintain Finishers" section of this manual.

1. In the ASEP menu click **Upload Finishers**
2. Create your .csv file[18]. Do not use headers. Use the guidance on the *Upload Finishers* screen when creating your .csv file. There should be 6 columns.
   A. TEA ID
   B. Last Name
   C. First Name
   D. Cert License ID
   E. Route (3 = Alternative, 4=Post-Baccalaureate, 5 = Traditional)

[17] You can edit within limits. Only TEA can modify a candidate's SSN or name. That is another reason why it's very important to enter the candidate's name correctly when you first put her into ECOS.
[18] See the Bulk Upload section above for details about creating a .csv file.

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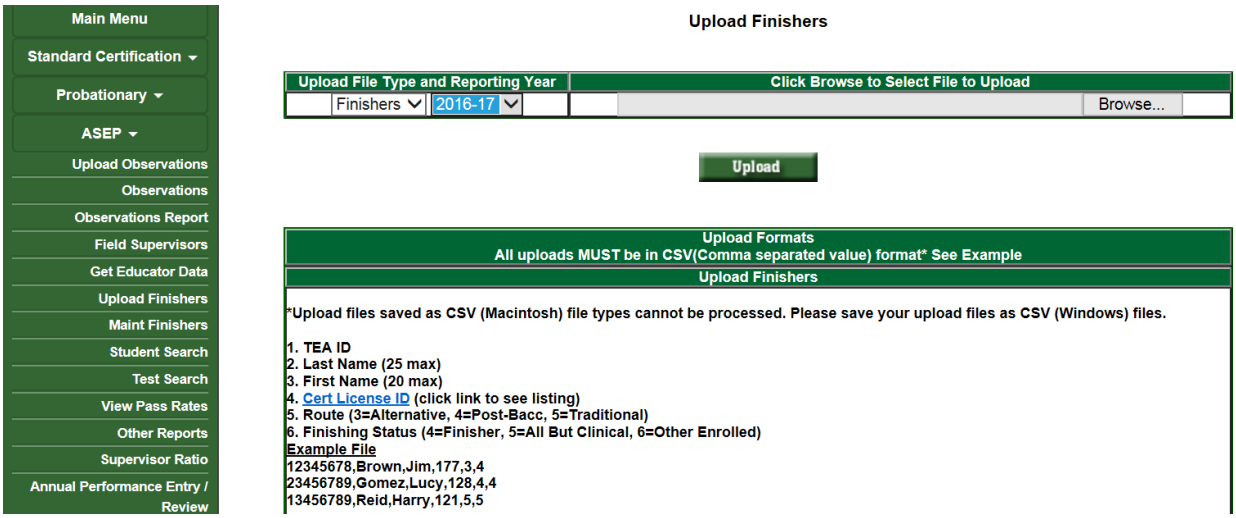
F. Finishing Status (4 = Finisher, 6 = Other Enrolled)[19]

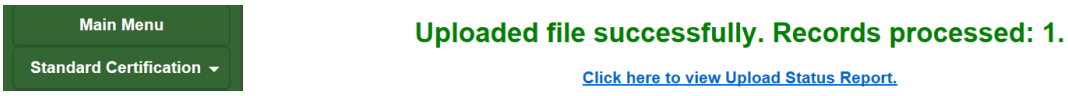
Your spreadsheet will look something like this.

A	B	C	D	E	F
2080762	Teach	Ivana	1772	5	4

3. Save your spreadsheet as a .csv file
4. On the *Upload Finishers* screen, select the Reporting Year from the dropdown menu
5. Click the **Browse** button and select your .csv file for uploading
6. Click **Upload**



6. Click **OK**



7. Click **Test Approval** in the Main Menu.
8. Click **Upload Status**
9. Just as you did with the test approval bulk upload, check the upload in the "Upload Type" column and look for errors "Upload Results" column.

[19] Use 4 or 6 only. Do not use 5 = All But Clinical.

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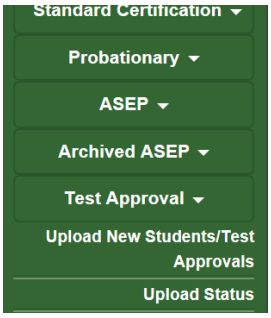

End Date 2/1/2017 Submit

Upload Date/Time	UserId	Upload Type (click to view)	Upload Results (click to view)
2/1/2017 7:19:46 AM	michael.vriesenga	Finishers	2/1/2017 7:19:46 AM
1/20/2017 3:42:12 PM	michael.vriesenga	Test Approvals	1/20/2017 3:42:12 PM
1/20/2017 3:36:47 PM	michael.vriesenga	Test Approvals	1/20/2017 3:36:47 PM
1/19/2017 11:08:41 AM	lynette.estes	Field Supervisors	1/19/2017 11:08:50 AM
1/17/2017 9:17:52 AM	lynette.estes	Field Supervisors	1/17/2017 9:17:52 AM
1/17/2017 9:12:17 AM	lynette.estes	Field Supervisors	1/17/2017 9:12:19 AM
1/17/2017 8:57:21 AM	michael.vriesenga	Field Supervisors	1/17/2017 8:57:24 AM
1/17/2017 8:50:46 AM	michael.vriesenga	Field Supervisors	1/17/2017 8:50:54 AM

Remember: The list of candidates who are Other Enrolled will roll over when the new academic year is activated and the past year is closed. You do not have to add Other Enrolled candidates back into the ASEP system each year. You should view this list to ensure and certify its accuracy.

Annual Performance Report

The Annual Performance Report is where you provide a complete list in ECOS of all the candidates who applied, admitted, retained, and completed the program, disaggregated by gender and ethnicity. This report is the complete version of the table we recommended you create in the Application and Admission section. If you diligently updated your table throughout the year, this report should be relatively straight-forward.

Let's update the table you began earlier. Remember that a candidate who is Retained is a candidate who has been admitted to the program but has not completed the program, withdrawn from the program, or been removed from the program. This definition includes candidates you admitted this year, and it also includes candidates admitted in prior years who are still in your program. This is the same as Other Enrolled. Retained candidates are listed by name and certification field on the Finisher Records List as Other Enrolled.

Remember that Retained on the APR is a snapshot of all the candidates in your program on August 31. Applied, Admitted and Completed are continuously collected data that include anyone who moved in or out of those categories during the academic year.

For illustration, let's consider a program that admitted 100 of 120 applicants as of December 31, 2018. In this example, 75 candidates continued in the program from 2017-2018 and earlier. Here is what the table looks like as of December 31, 2018:

Group	Applied	Admitted	Retained	Completed
All	120	100	175	
Female	80	75	125	
Male	40	25	50	
African-American	12	10	15	
Hispanic	28	25	45	
Other	10	5	10	
White	70	60	105	

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Please note:

- The number of males and females equals "All" in each column.
- The total of the ethnic groups equals "All" in each column[20].
- The "Retained" column includes the 100 newly admitted candidates and the 75 candidates from previous years who were still in the program.
- The number listed in "All" in the "Retained" column is equal to the number of Other Enrolled on the Finisher Records List.

Now fast forward to August 31, 2019. In this example, 65 of the 75 candidates admitted in prior academic years have completed the program, along with Ivana Teach. Here is what the table looks like as of August 31, 2019. The 66 Completers (65 + 1) are listed in the "Completed" column. Counts for gender groups sum to "All" in each column, and counts for ethnic groups sum to "All" in each column. In ECOS the 2018-2019 Finisher Records List has 109 Other Enrolled and 66 Finishers. These correspond with the values for Retained and Completed in the APR.

Group	Applied	Admitted	Retained	Completed
All	120	100	109	66
Female	80	75	79	46
Male	40	25	30	20
African-American	12	10	10	5
Hispanic	28	25	30	15
Other	10	5	4	6
White	70	60	65	40

Regarding Ethnicity Group Designations

The ethnicity categories available for the APR in ECOS do not match the federal ethnicity categories. Use the following table to match the federal category to the APR category.

APR Category	Federal/ECOS Category
African-American	African American, Black/African Amer
Hispanic	Hispanic, Hispanic/Latino
Other	Asian, Am Indian/Alaska Nat, Hawaiian/Pac Isl, Two or more races

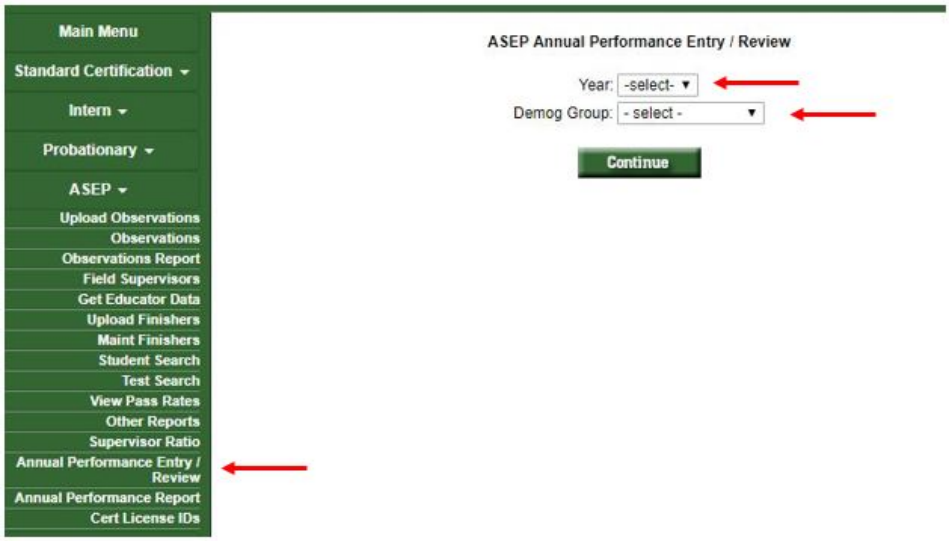
[20] If a candidate does not provide gender or ethnicity, please use the candidate's self-reported ECOS demographic data.

White	White, Caucasian not Hispanic

Submitting the Annual Performance Report

With your accurate table listing the number of Applied, Admitted, Retained and Completed by gender and ethnicity, you are prepared to enter these data into the Annual Performance Report in ECOS.

1. Select **Annual Performance Entry/Review** in the ASEP menu
2. Select the year by the last part of the academic year (e.g., AY 2017-2018 → 2018)
3. Select the demographic group. Note that you will report the rows of the APR table one by one
4. Click **Continue**



5. Click **Add Record**
6. ***<u>Reselect the year</u>*** (This is very important, otherwise you will not be recording the data properly, and you must re-enter the information again later)
7. Select the Demographic Group
8. Enter the number of Applied, Admitted, Retained, and Completed from your table
9. Click **Save**
10. ECOS reports "Record Added"
11. Repeat the same process for each row in your table – All, Female, Male, African-American, Hispanic, Other and White.

<u>Before you enter any numbers in the cells, be sure the correct reporting year is showing in the "Year" dropdown.</u>

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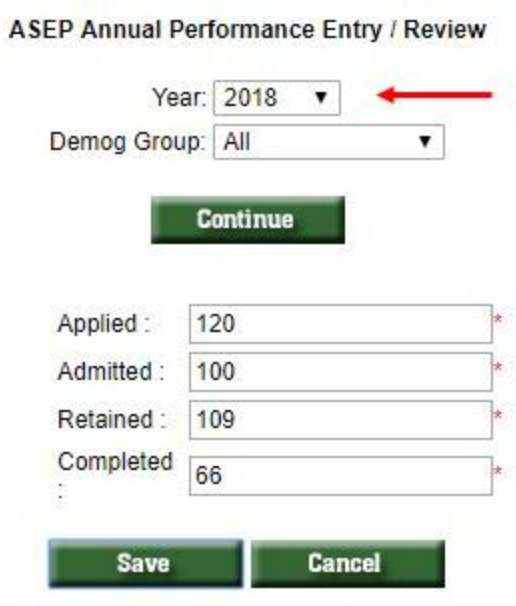
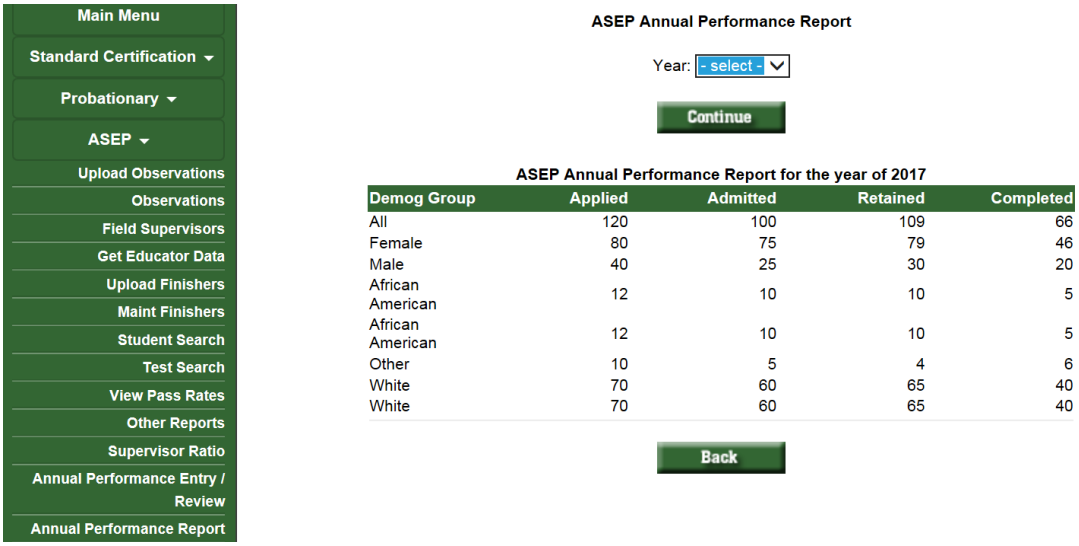


Check you work when you're finished.

1. Click **Annual Performance Report** in the ASEP menu.
2. Select the reporting year (e.g., AY 2017-2018 → 2018).
3. Click **Continue**
4. Check the data on the ASEP Annual Performance Report against the table you created. Ensure all the data is entered correctly. Remember:
    - "All" in Retained should equal the number of persons listed as Other Enrolled on your Finisher Records List
    - "All" in Completed should equal the number of persons listed as Finisher on your Finisher Records List
5. If the data is not correct, go back to the *Annual Performance Entry/Review* screen and enter the correct data



Demog Group	Applied	Admitted	Retained	Completed
All	120	100	109	66
Female	80	75	79	46
Male	40	25	30	20
African American	12	10	10	5
African American	12	10	10	5
Other	10	5	4	6
White	70	60	65	40
White	70	60	65	40

Note: Due to a glitch in ECOS, the ASEP Annual Performance Report shows duplicate lines for the race/ethnicity categories. You may disregard the duplicate line. This duplicate line does not reflect the accuracy of the data.

Candidate Withdrawals

Sometimes a candidate will apply to your program, be admitted to your program, and then change her mind about pursuing certification through your program. Here is how you should report a candidate who applies and is admitted then withdraws, across the various reporting locations.

1. APR Applied: +1
2. APR Admitted: +1
3. APR Retained: 0
4. APR Finisher: 0
5. Test Approval: Listed initially, approval can be updated to "removed."
6. GPA Spreadsheet: Listed with all relevant information
7. Finisher Records List – Listed upon admission as Other Enrolled and then removed.
8. Title II – A candidate who is admitted then resigns before the end of the academic year should not appear on either the Pearson or the Westat Title II reports[21].

[21] See later sections for Title II reporting information

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Ongoing Reporting on ECOS

Throughout the reporting year there are several things that must be reported in the ECOS system. These include information on field observations, updating candidate statuses, reporting changes in certification fields, and providing test approval.

Observations

Ivana is making great progress in her training, and now she is now conducting her internship or clinical teaching experience. Your program is supporting her by observing her teaching and providing feedback and advice.

Programs must report clinical and intern/probationary teacher observations, with a field supervisor (identified by TEA ID) for each observation. This information allows programs to understand and track the efficacy of their observation systems.

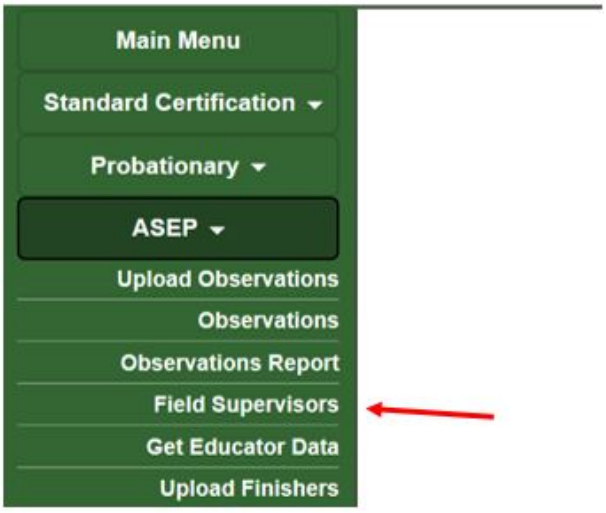
Accurate reporting of observations is vital. The number of observations for each candidate is a performance standard, and affects EPP accreditation[22]. The ratio of field supervisors to candidates is reported publicly along with other consumer information.

Although the system requires continued reporting, it also provides more information to programs, including lists of field supervisors, candidate-to-supervisor ratios broken down by semester and year, and lists of observations for your program.

Note: Observation reporting has changed since the beginning of AY 2017-2018.

Adding Field Supervisors Manually

1. From the ASEP menu select **Field Supervisors**



[22] See TAC §229.4(a)(4)(A) and TAC 229.4(d), (e), and (f) for additional information.

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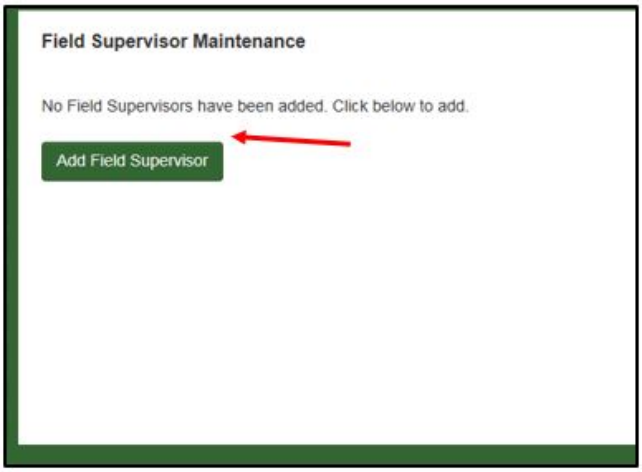
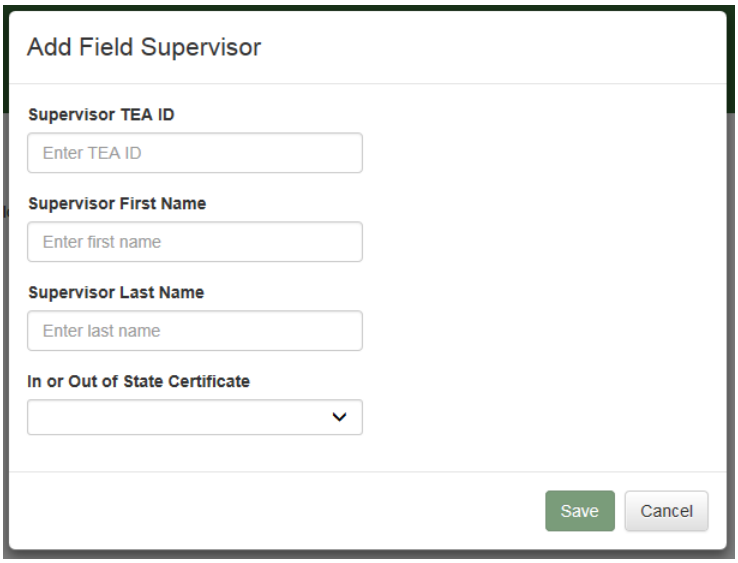
2. Click the **Add Field Supervisors** button.



3. Enter the supervisor's TEA ID[23]. The supervisor name will populate from their ECOS account.
4. Select the state from which the supervisor holds a certificate.
    - If the candidate holds a Texas certificate as well as certificates from other states, select "Texas"
    - If the supervisor holds certificates from multiple states, select the most recent state
    - If the supervisor does not have a certificate, select "Yukon[24]"
5. Click **Save**



[23] Field supervisors must be reported by their TEA ID numbers.
[24] Currently the IT system does not have a "No Certificate" option even though the rule allows this. The rule changed after the IT system was established. Selecting "Yukon" allows us to identify uncertified field supervisors until the IT system can catch up with the rules.

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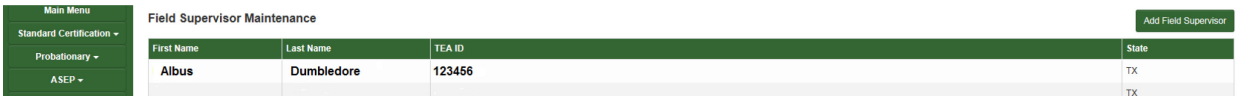
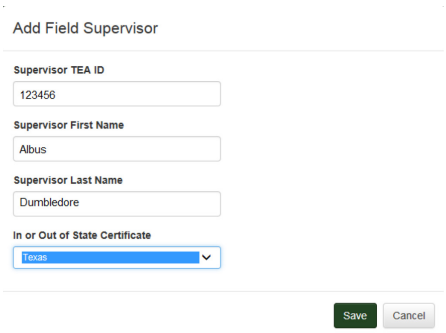
The field supervisor's data will appear in the *Field Supervisor Maintenance* screen.

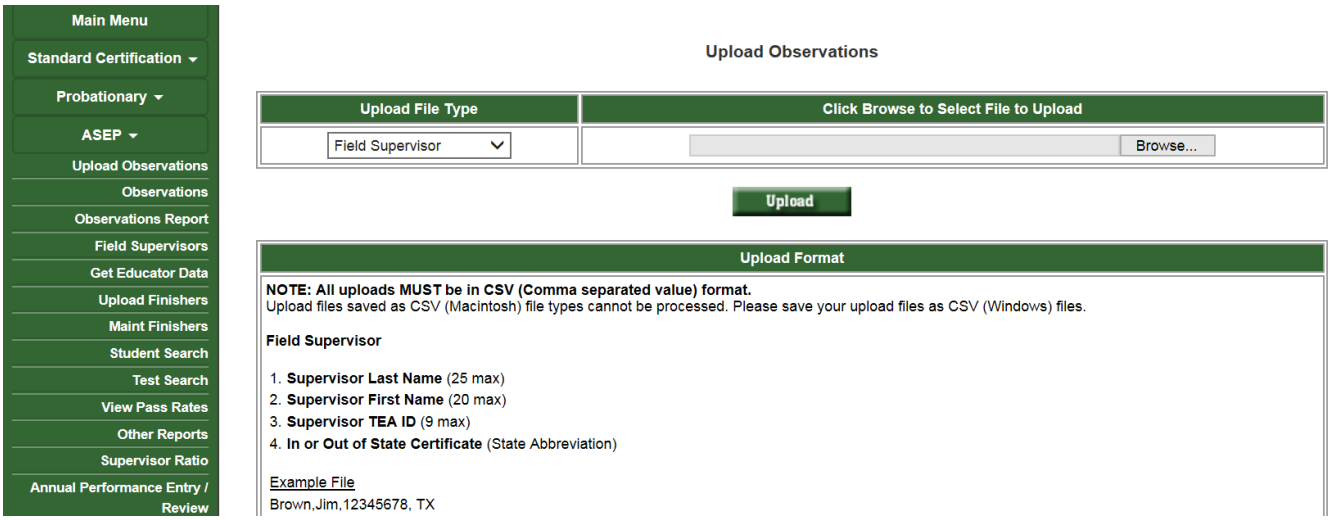


You can add another field supervisor by clicking the **Add Field Supervisor** button. You can delete a field supervisor or change her certification state by clicking on her last name[25].



Uploading Field Supervisors in Bulk

You can upload field supervisors as a group rather than individually. This requires creating a .csv file and uploading it through the *Upload Observations* screen.



1. In the ASEP menu click **Upload Observations**
2. Create your .csv file. Do not use headers. Use the guidance on the *Upload Observations* screen to create your .csv file. Your spreadsheet should be 4 columns when you're done.

[25] Once a field supervisor has been linked to a candidate through an observation, you cannot delete the field supervisor unless you first delete the observation(s) the supervisor is credited with conducting.

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A. Supervisor Last Name (25 max)
B. Supervisor First Name (20 max)
C. Supervisor TEA ID (9 max)
D. In or Out of State Certificate (2-letter Postal Code State Abbreviation)

Your spreadsheet will look something like this.

A	B	C	D
Dumbledore	Albus	123456	TX

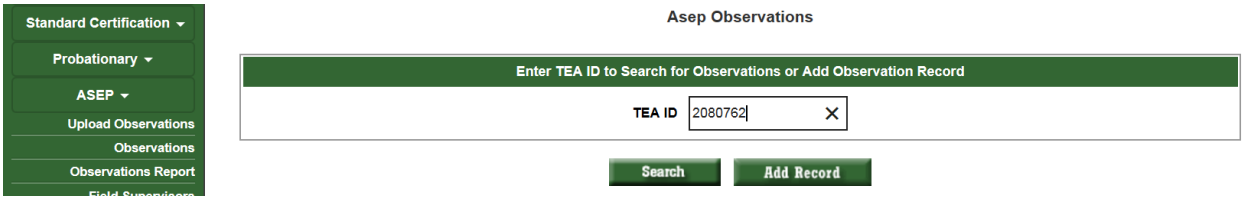
3. On the *Upload Observations* screen, select "Field Supervisor" from the "Upload File Type" dropdown menu
4. Use the **Choose File** button to browse to and select your .csv file for uploading.
5. Click **Upload**
6. Click on **Test Approval** in the Main Menu.
7. Click **Upload Status**
8. Just as you did with the test approval bulk upload, check the upload in the "Upload Type" column and look for errors in the "Upload Results" column.
9. Review the list of field supervisors in the *Field Supervisor Maintenance* screen.

Entering Observations

Once you have entered your field supervisors in ECOS, you are ready to record observations. You can record and modify observations individually, or you can upload observations in bulk. Upload all the observations your program conducts, including those beyond the required minimum and those for candidates who withdrew or were removed from the program.

IMPORTANT FOR OBSERVATIONS THAT OCCUR FROM 7/1 – 9/14: Due to how the system works, observations that occur between July 1 and the rollover date cannot be entered until after the rollover date of 9/15. Please log these observations offline and enter them into ECOS after the rollover.

Adding Observations Individually



1. In the ASEP menu select **Observations**
2. Enter the candidate's TEA ID number
3. Click **Add Record**
4. Select the Supervisor TEA ID from the dropdown menu
   - NOTE: The supervisor's first and last names will populate automatically

5. Enter a comment
6. Select the observation date from the popup calendar

Asep Observations

Add Record

Candidate First Name	Ivana
Candidate Last Name	Teach
TEA ID	2080762
Supervisor TEA ID	Select Supervisor ▾
Supervisor First Name	
Supervisor Last Name	
Comment	
Observation Date	
Observation Duration	0 ▾ hrs 00 ▾ mins
Assignment Begin Date	
Assignment End Date	
Assignment Type	▾

Save Cancel

Valid Assignment Types

INT1:	First-year internship under intern certificate with one assignment
PRO1U:	Second-year internship under probationary certificate with one assignment and unsuccessful internship first year
PROX1U:	Third-year internship under probationary certificate with one assignment and unsuccessful internship second year
PRO1:	First-year internship under probationary certificate with one assignment
PRO1S:	Second-year internship under probationary certificate with one assignment and successful internship first year
PROX1S:	Third-year internship under probationary certificate with one assignment and successful internship second year
INT2:	First-year internship under intern certificate with two assignments
PRO2U:	Second-year internship under probationary certificate with two assignments and unsuccessful internship first year
PROX2U:	Third-year internship under probationary certificate with two assignments and unsuccessful internship second year
PRO2:	First-year internship under probationary certificate with two assignments
PRO2S:	Second-year internship under probationary certificate with two assignments and successful internship first year
PROX2S:	Third-year internship under probationary certificate with two assignments and successful internship second year
CLIN141:	14-week clinical teaching with one assignment
CLIN142:	14-week clinical teaching with two assignments
CLIN281:	28-week clinical teaching with one assignment
CLINEXC:	Clinical teaching exception approved by the SBEC

7. Enter the observation duration using the arrows
8. Select the Assignment Begin Date from the popup calendar

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- NOTE: This is the beginning date for the candidate's field experience assignment. There should be just one assignment begin date for all the observations for a candidate in a single academic year.

9. Select the Assignment End Date from the popup calendar.
    - NOTE: This is the end date for the candidate's field experience assignment. There should be just one assignment end date for all the observations for a candidate in a single academic year.
10. Select the Assignment Type from the dropdown list. A legend for the assignment types is provided at the bottom of the screen.
    a. NOTE: If candidates have more than two assignments during their internship or clinical teaching, please select the two assignments option.
11. Click **Save**
12. View the new record

Uploading Observations in Bulk

If your program has many observations to enter at one time, you can upload observations in bulk rather than individually.

1. In the ASEP menu click **Upload Observations**
2. Create your .csv file. Use guidance from the *Upload Observation* screen to create your file. Do not use headers. There should be 12 columns when you're done.

    A. Supervisor Last Name (maximum 25 characters)
    B. Supervisor First Name (maximum 20 characters)
    C. Beginning Date of Assignment (should not be a future date) (mm/dd/yyyy)
    D. Candidate's TEA ID Number (should be existing TEA ID) (maximum 9 characters)
    E. Candidate's Last Name
    F. Candidate's First Name
    G. Observation Date (should be unlocked year) (should be on or after Beginning Date of Assignment) (should not be a future date) (mm/dd/yyyy)
    H. Observation Duration (hh:mm) (00:01 to 12:59)
    I. Supervisor Comments (Length range 1 to 250 characters)
    J. Supervisor TEA ID (maximum 9 characters)
    K. Assignment Type (maximum 9 characters)
    L. End date of Assignment (mm/dd/yyyy)

Your spreadsheet will look something like this:

A	B	C	D	E	F	G	H	I	J	K	L
Perez	Donna	09/05/2018	2080762	Teach	Ivana	09/08/2018	1:05	See File	999998	INT1	03/01/2019

3. Select "Observation Log" from the "Upload File Type" dropdown menu
4. Use the **Choose File** button to browse to and select your .csv file for uploading.

5. Click **Upload**
6. Click on **Test Approval** in the Main Menu.
7. Click **Upload Status**
8. Just as you did with the test approval bulk upload, check the upload in the "Upload Type" column and look for errors "Upload Results" column.
9. Review the observation logs for a sample of candidates to ensure the upload was complete and accurate.

Upload Observations

Upload File Type	Click Browse to Select File to Upload
Observation Log	Choose File No file chosen

Upload

Upload Format

NOTE: All uploads MUST be in CSV (Comma separated value) format.
Upload files saved as CSV (Macintosh) file types cannot be processed. Please save your upload files as CSV (Windows) files.

Observation Log

1. **Supervisor Last Name** (25 max)
2. **Supervisor First Name** (20 max)
3. **Beginning Date of Assignment** (should not be a future date) (mm/dd/yyyy)
4. **Candidates TEA ID#** (should be existing TEA ID) (9 max)
5. **Candidates Last Name** (25 max)
6. **Candidates First Name** (20 max)
7. **Observation Date** (should be unlocked year) (should be on or after Beginning Date of Assignment) (should not be a future date) (mm/dd/yyyy)
8. **Observation Duration** (hh:mm) (00:01 to 12:59)
9. **Supervisor Comments** (Length range 1 to 250)
10. **Supervisor TEA ID** (9 max)
11. **Assignment Type** (9 max)
12. **End Date of Assignment** (mm/dd/yyyy)

Example File
Brown,Jim,09/01/2009,12345678,cand_lname,cand_fname,09/22/2009,8:30,Candidate has performed above average, 12345678, INT1, 10/22/2009
Gomez,Lucy,09/01/2009,23456789,cand_lname,cand_fname,09/22/2009,1:25,Candidate has performed above average, 6847895, INT1, 10/22/2009
Reid,Harry,09/01/2009,13456789,cand_lname,cand_fname,09/22/2009,0:55,Candidate has performed above average, 5879455, INT1, 10/22/2009

Valid Upload Assignment Types

INT1:	First-year internship under intern certificate with one assignment
PRO1U:	Second-year internship under probationary certificate with one assignment and unsuccessful internship first year
PROX1U:	Third-year internship under probationary certificate with one assignment and unsuccessful internship second year
PRO1:	First-year internship under probationary certificate with one assignment
PRO1S:	Second-year internship under probationary certificate with one assignment and successful internship first year
PROX1S:	Third-year internship under probationary certificate with one assignment and successful internship second year
INT2:	First-year internship under intern certificate with two assignments
PRO2U:	Second-year internship under probationary certificate with two assignments and unsuccessful internship first year
PROX2U:	Third-year internship under probationary certificate with two assignments and unsuccessful internship second year
PRO2:	First-year internship under probationary certificate with two assignments
PRO2S:	Second-year internship under probationary certificate with two assignments and successful internship first year
PROX2S:	Third-year internship under probationary certificate with two assignments and successful internship second year
CLIN141:	14-week clinical teaching with one assignment
CLIN142:	14-week clinical teaching with two assignments
CLIN281:	28-week clinical teaching with one assignment
CLINEXC:	Clinical teaching exception approved by the SBEC

*** Limit of only 500 records per upload**

The EPP is responsible for ensuring that all data is entered and correct. Do not depend on the "Your file was uploaded successfully" message because it will not detect most errors. Use the Upload Status function to view the data you entered. You can avoid many problems by verifying uploads.

Common Observation Uploading Problems

There are a few common issues that cause ECOS to error out then entering individual observations or uploading bulk observations. Here are issues we have identified:

- Candidate is not in the Finisher Records List as Other Enrolled or Finisher
- Date of the observation is a future date
- Date of the observation is before the beginning date of the assignment
- Observation date is outside the reporting year
- Time is formatted incorrectly. Time must be formatted 00:00
- Comment column contains commas, semicolons, or other punctuation that confuses the .csv format. Keep it simple – for example "See student log"
- Cells are blank where they shouldn't be or have stray marks where they should be blank
- Blank rows between candidate records
- "Error Line: 1: Missing Delimiter ',' should be 11 in each row uploaded" means there should be 12 columns and there are either too many or too few columns. Copy the spreadsheet into Notepad to identify missing spaces or other anomalies
- TEA ID numbers are missing – for the candidate or the field supervisor
- Nickname used instead of name listed in ECOS
- Column headers present – the upload cannot distinguish between column headers and data, so if you try to upload a file with column headers you will get an error

IMPORTANT FOR OBSERVATIONS IN JULY, AUGUST, AND THE FIRST HALF OF SEPTEMBER: ECOS attempts to attribute these candidates to the succeeding academic year, but it will not be able to do this until the succeeding year's Finisher Records List is populated with Other Enrolled candidates by the annual data rollover. Please refrain from uploading these observations until after the rollover.

Modifying Observation Records

1. Click **Observations** on the ASEP menu
2. Enter the candidate's TEA ID number.
3. Click **Search**
4. Click the hyperlinked observation date.
5. Modify the record as needed.
6. Click **Update**

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Asep Observations

Name: Teach, Ivana | **TEA ID:** 2080762

Assignment Begin Date	Assignment End Date	Observation Date	Duration	Comments	Remove
1/1/2018	8/2/2018	1/2/2018	1:00	see rec 1	☐
1/1/2018	8/2/2018	1/3/2018	4:00	see rec 2	☐
1/1/2018	8/2/2018	6/8/2018	5:00	see rec 3	☐

Delete Record | Add Record | Back

Removing a Record

1. Click **Observations** on the ASEP menu
2. Enter the candidate's TEA ID number
3. Click **Search**
4. Select the **Remove** box in the row you want to remove
5. Click **Delete Record**

ECOS will confirm the observation has been removed.

Asep Observations

1 Record/s Deleted

Name: Ivana , Teach | **TEA ID:** 2080762

No Observation records found for this TEA ID

Add Record | Back

Maintain Finishers

Ivana has been a model candidate. She has done everything you asked her to do, and she has done it well. She has completed your program, and you believe she is ready for a standard certificate. Now that she has completed your program, you must mark her as a Finisher on the Finisher Records List.

1. Click **Maint Finishers** in the ASEP menu.
2. Select the relevant year from the dropdown menu.
3. Select "Other Enrolled" from the dropdown menu.
4. Click **Continue**

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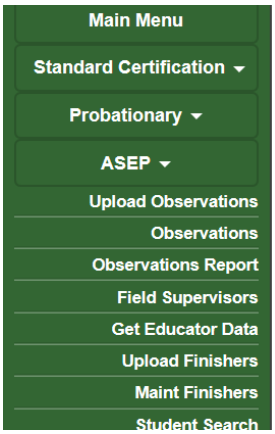
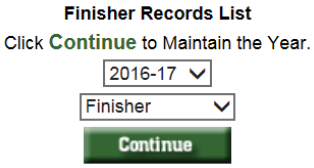
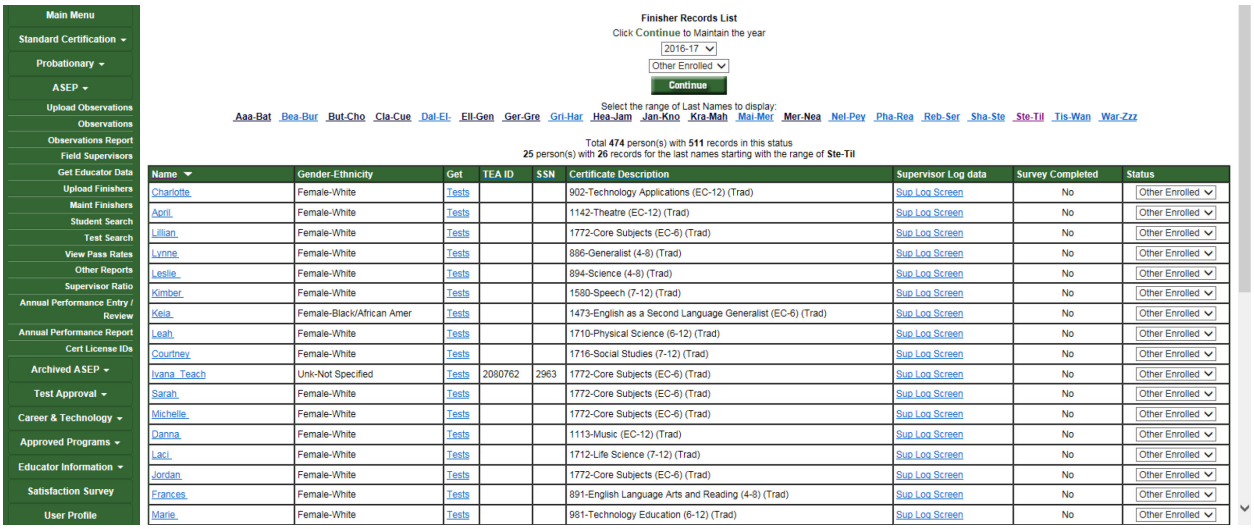
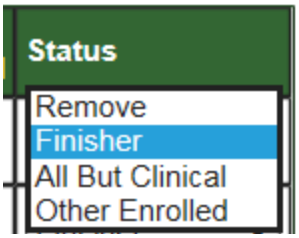




5. Find Ivana on the list.



6. Select “Finisher” from the dropdown menu in the “Status” column.



7. Click **Save** at the bottom of the screen.
8. ECOS will confirm “1 updates and 0 removes were performed successfully” at the top of the page.
9. Select “Finisher” from the dropdown at the top of the screen.
10. Confirm that Ivana is now listed as a Finisher on the Finisher Records List.

<u>Please note: Candidates cannot be updated from Other Enrolled to Finisher using a bulk upload.</u>

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Changing Certification Fields

Suppose Ivana decides that she would prefer to teach older students and wants to pursue certification in Core Subjects 4-8 rather than Core Subjects EC-6. If your program is approved to offer the certification field, your program can approve this change[26]. You must update Ivana's record in ECOS to reflect this change. You need to go to the *Student Maintenance* screen to make this change. There are two ways to reach the *Student Maintenance* screen.

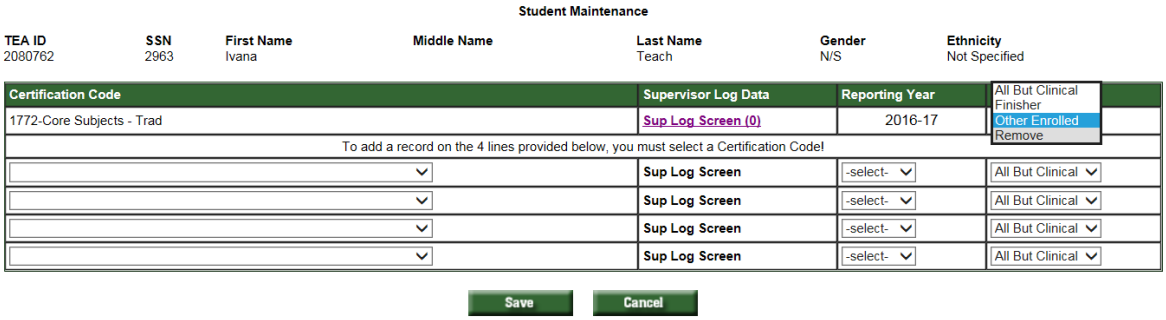
1. Select **Student Search** from the ASEP menu, enter Ivana's TEA ID number, click **Search**

or

2. Select **Maint Finishers** from the ASEP menu.
3. Select the relevant year from the dropdown menu.
4. Select "Other Enrolled" from the dropdown menu.
5. Click **Continue**
6. Select Ivana's name that is hyperlinked on the Finisher Records List.

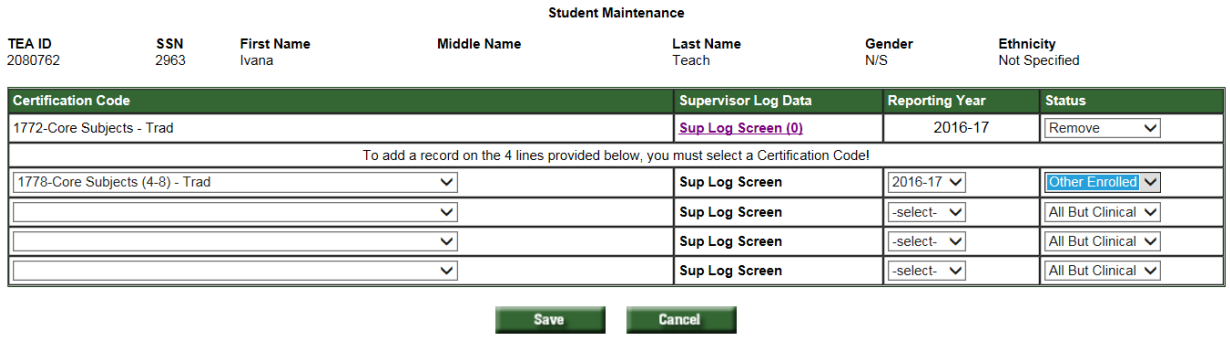
Now that you are on Ivana's record in the *Student Maintenance* screen. You want to remove the old certification field and add the new certification field.

7. Select "Remove" from the dropdown menu in the Status column for the certification you wish to remove.



8. Select the new certification from the Certification Code dropdown menu below the cell that says "To add a record on the 4 lines provided below, you must select a Certification Code!"
9. Select the appropriate AY from the Reporting Year dropdown menu.
10. Select "Other Enrolled" in the Status column.
11. Click **Save** at the bottom of the screen.

[26] See the Sample Change of Certification Documentation in the Other Program Resources section.

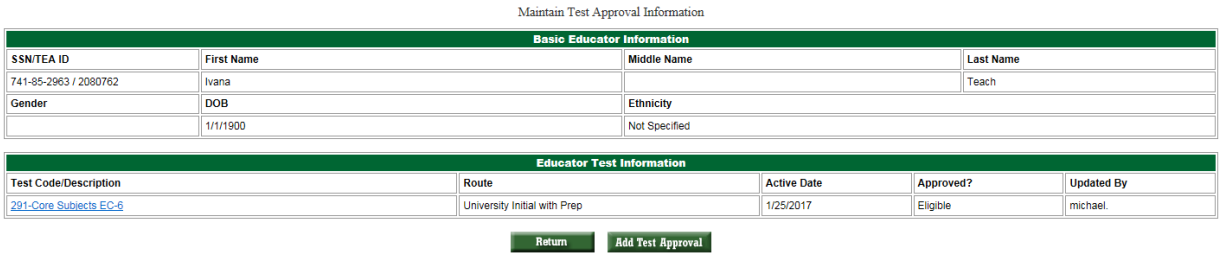


Adding or Modifying Test Approval

For Ivana to get her Core Subjects 4-8 certification, she must pass the Core Subjects 4-8 TExES™ exam, so this test must be added. If she had not already passed the Core Subjects EC-6 exam, then you would want to remove permission for that test.

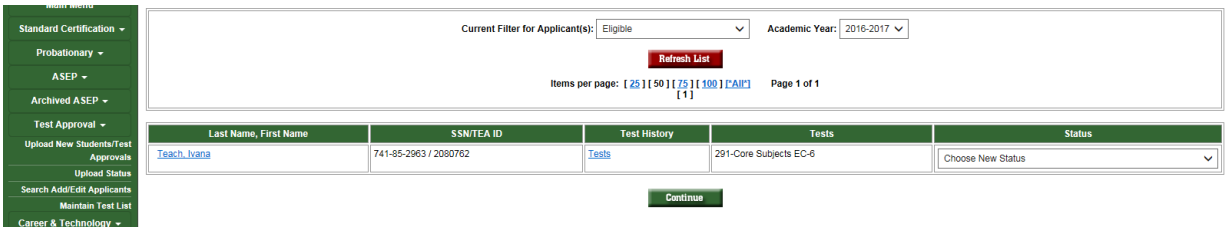
Adding New Test Approval

From the *Maintain Test List* screen



1. Click on the candidate's hyperlinked name
2. Click **Add Test Approval**
3. Enter the candidate's date of admittance
4. Select the Route
5. Select the Test
6. Select the correct approval level
7. Click **Save**

Removing Test Approval



1. Open the **Test Approval** menu in ECOS

2. Click on **Maintain Test List**
3. Set the Current Filter for Applicant(s) and Academic Year as needed based on the eligibility status and initial approval date
4. Click on **Refresh List**
    - If necessary, click on "All" from under the Refresh List button to display all records.
5. Find the candidate and confirm that the correct test is displayed
6. Click on the dropdown menu in the Status column and select "Removed"
7. Scroll down to the bottom of the screen and click **Continue**
8. Confirm selection by clicking **OK**

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Data Verification

EPPs are required to report accurate and timely data for accountability purposes. Failure to report accurate and timely data can result in negative consequences for EPPs, up to and including negatively impacting their accreditation status.

Exceptions and Errors

EPPs are required to report accurate data. Accurate data must be submitted in the reporting period. We recognize that there are rare instances where you can't "fix" data that has been submitted due to system access. For this reason, you may submit exceptions for test approval lists and observations.

On the test approval list, for example, if a candidate was given test approval with the wrong admittance date, or was given permission for two tests with two admittance dates, EPP users are unable to fix that. TEA requires an exception letter to be able to identify the discrepancy and document manual changes to summary data that would not otherwise be supported by the lists. Similarly, if you should have given a candidate test approval to acknowledge admittance, and did not, you must include that on an exception letter so that we can update the candidate in our systems, and you will also report the test approval in ECOS. Please note that these errors are necessarily rare, and that EPPs are required in code to submit timely and accurate data.

Common Test Approval Exceptions

1. Entered the wrong admittance date
2. Error in candidate TEA ID or name

If a candidate dropped out of your program, or if she failed to show up on the first day of class, that is not an exception. These candidates must be included on the test approval and GPA spreadsheets, even though they will not appear on the Finisher Records List as Other Enrolled. They will also be counted as having applied and been admitted, although they will not be counted as retained.

For the observations lists, there may be extraordinary circumstances that resulted in a candidate not getting the required observations. For example, a candidate was issued a standard certificate during the reporting year. You may provide an exception letter to petition TEA to change the denominator and modify the percentage of candidates for whom you provided adequate field support.

Common Observation Exceptions

1. Incomplete Internship due to deactivation of intern or probationary certificate
2. Incomplete Internship due to issue of standard certificate
3. Exempt because candidate qualified for educational aide exemption from THECB
4. Exempt because candidate was already initially certified
5. Exempt because candidate had previously been employed as an ROTC instructor

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Data Verification Affidavit

Once all data for a reporting year has been submitted and verified, you must provide an affidavit testifying to the completion and accuracy of the EPP data. Here is what you should expect each fall:

1. On or Before September 15 - The EPP submits the GPA spreadsheet, all required data in ECOS, and any other data in the format required by TEA staff.
2. After September 15 – TEA staff review submitted data and send out deficiency letters identifying needed changes. TEA staff will specify the date by which changes must be made.
3. Programs submit required changes and the data verification affidavit on EPP letterhead.

Submit the affidavit only when you are sure that all information has been checked, double checked and triple checked. If the affidavit is submitted prior to the checking period and TEA discovers information is incorrect, the signer and/or EPP may be found in violation of the Texas Educators Code of Ethics and TAC §229.

Affidavit Checklist

1. The affidavit is on EPP letterhead
2. The legal authority signed the affidavit
3. The affidavit has the correct filename
    a. See Appendix 2 for the full filename list that you must use when submitting your affidavit
4. The affidavit was sent as an email attachment to edstandards@tea.texas.gov

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Other ECOS Data Features

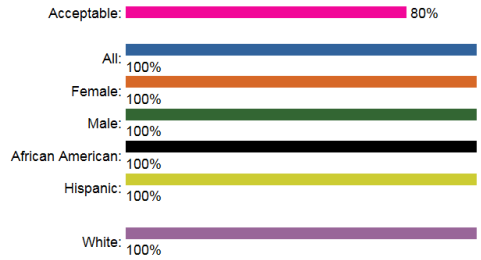
View Pass Rates

ECOS allows you to view the pass rates for candidates in your program. TEA must manually update this feature periodically. We do this weekly in August and September, but less frequently throughout the year. When a candidate takes a test, Pearson must score the results and report the results to TEA. TEA systems must then be updated. If a candidate takes a test on a Saturday, do not expect the results to be posted on Monday.

1. Click **View Pass Rates** in the ASEP menu
2. Select the year from the dropdown menu
3. Click **Continue.**

Test Pass Rates for the Completion Year 2016

Period	All	Female	Male	African American	Hispanic	Other	White
9/1/2015-8/31/2016	100%(41)	100%(35)	100%(6)	100%(2)	100%(4)		100%(35)



Back One Year **Forward One Year**

Close Window

You will get an overview page with pass rate data for your program. The overview page provides valuable information by itself, as well as easy navigation backwards or forwards one year at a time.

By clicking on the hyperlinked percentages in the “All” and demographic columns you can get more information on candidate performance. Clicking on the “All” percentage will list all the certification tests attributed to your program for the academic year as well as the number of tests taken, number of tests passed, and pass rate. Clicking on the demographic group percentage will list the test results for only the candidates in that category.

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Alls' Tests for the Completion Year 2016
Combined Reports Requested

Certification Description	Tests taken	Tests Passed	Pass Rate
Core Subjects EC-6	14	14	100%
Total Core Subjects EC-6	14	14	100%
English Language Arts and Reading 7-12	4	4	100%
Total English Language Arts and Reading 7-12	4	4	100%
English as a Second Language (ESL) Supplemental	20	20	100%
Total English as a Second Language Supplemental NA	20	20	100%
Generalist EC-6	5	5	100%
Total Generalist EC-6	5	5	100%

Clicking the hyperlinked numbers in the "Tests Taken" or "Tests Passed" columns will bring up a list of the candidates and their results. You can click on the hyperlinked candidate's name to view her test history.

All Groups that have Taken the test: 115-Mathematics 4-8
for the Completion Year 2016
Combined Reports Requested

Name	SSN	Admin Date	Ethnicity	Gender	Result
Teach, Ivana	XXX-XX-XXXX	07/24/2015	Other	F	P

Close Window

NOTE: The test pass rate requirements for accreditation are changing beginning in 2017-2018[27]. While you can see testing data through ECOS, as of July 2018, the system is not currently set up to differentiate between PPR and content tests, or to generate a pass rate for candidates admitted after 12/27/2016 on their first two attempts at a test. Once this feature has been updated this manual will be revised.

View Observations Report

It is in your best interest to check all the observations reported for your program to ensure you haven't missed any observations and that your program is meeting SBEC observation requirements. ECOS allows you to list the observations you conducted during an academic year. Remember, this is only a list of the observations that have been reported. If a candidate should have been observed and was not observed, she will not show up in the report. All candidates listed as Other Enrolled on the Finisher Records List completing clinical teaching or an internship – including second or third year extensions - must be observed[28]. Similarly, any candidate listed as a Finisher on the Finisher Records List must have recorded observations.

[27] See TAC §229.4(a)(1)(B)(i)(II) and (ii)(II).
[28] See TAC §229.4(a)(4)(A)(iii)

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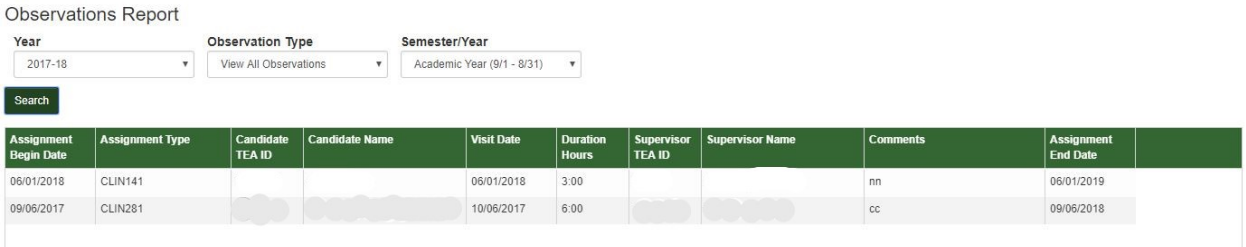
1. Select **Observations Report** from the ASEP menu
2. Select the year
3. Select the Observation Type (View All Observations)
4. Select the Semester/Year (Academic Year 9/1 – 8/31)
5. Click **Search**



The resulting page will show you the observation data you entered in ECOS. You can **Click Here** at the bottom of the page to download the data as a .csv which will allow you to manipulate the data more efficiently. The resulting spreadsheet will look something like this.

	A	B	C	D	E	F	G	H	I	J
1	State Board for Educator Certification									
2	EPP Observations Report									
3	Records List for EPP (######), Year 2017									
4										
5	Int_Beg_Dt	Assignment_Type	TEA_Id	Cand_Name	Visit_Dt	Visit_Hrs	Sup_TEA_	Sup_Name	Comment	Int_End_Dt
6										
7	9/1/2018	CLIN141	2080762	Teach, Ivana	9/2/2018	3:00	10101	Dumbledore, Albus	nn	6/1/2019
8	9/1/2018	CLIN141	2080762	Teach, Ivana	10/6/2018	6:00	10101	Dumbledore, Albus	cc	6/1/2019
9										

The “All” and “Academic Year” options provide data for the whole year. You may also select individual semesters from the “Semester/Year” dropdown. These semesters correspond with the candidate-to-supervisor ratio per semester reported in the consumer information. Selecting different values from the “Observation Type” dropdown will provide an index of all candidates with that assignment type, and the number of observations recorded for each candidate. This is useful in tracking your compliance with the number of observations per candidate, for both candidates in clinical teaching and candidates on an intern certificate.

Here are some things to consider as you review observation data for your program[29]

[29] See TAC §228.35(g) for specific field supervision requirements.

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1. Are all the observations that your field supervisors have conducted been listed? Be sure to record all observations, not just those required to meet the minimum standards for your candidates.
2. Does each candidate have the same Int Beg Dt ("Beginning Date of Assignment" from the upload or "Assignment Date" from the window)? Individual candidates should not have multiple beginning dates for her internship or clinical teaching.
3. Are the visits of sufficient duration – at least 45 minutes?
4. Did each candidate get at least the minimum number of observations?
5. Are all the candidates who should have gotten observations included on the list? This would include anyone from your program who had an active intern or probationary certificate – including extensions – and any person completing clinical teaching.

To calculate the ASEP standard for compliance, count the number of candidates for whom you have provided the SBEC required support (number of timely observations of the minimum interval), divide by the total number of candidates for whom you should have provided observations, and multiply by 100.

NOTE: Monitor your program's compliance with the minimum SBEC standards for duration and frequency throughout the school year. The new requirements of TAC §228.35(g) are specific, so be sure you and your field supervisors are familiar with these requirements. There are timing requirements, depending on the kind of intern/clinical teaching experience. Missing the timing on a single observation will make the candidate's support non-compliant, so be sure to monitor for frequency, duration, and timing of observations for your candidates. We recommend requiring field supervisors to develop schedules that meet the regulatory requirements for observing each of their candidates and monitoring these schedules closely while the field supervisors are learning the new regulations.

View Field Supervisor Ratio

ECOS will calculate and report your field supervisor ratio[30]. ECOS counts the number of unique candidate TEA IDs and the number of unique field supervisor TEA IDs, then reduces it to a ratio that shows the number of candidates per field supervisor, for example, 12.5:1[31].

1. Click **Supervisor Ratio** in the ASEP menu.
2. Select the year from the School Year dropdown menu.
3. Click **View School Year**

[30] TEC §21.045(b)(4) and TEC §21.0452(b)(6) added by House Bill 2205, effective September 1, 2015.
[31] SBEC has not set a standard for the candidate to supervisor ratio. The annual and semester numbers will be reported in the Annual Performance Report Indicators and the Consumer Information indicators of the annual ASEP report.

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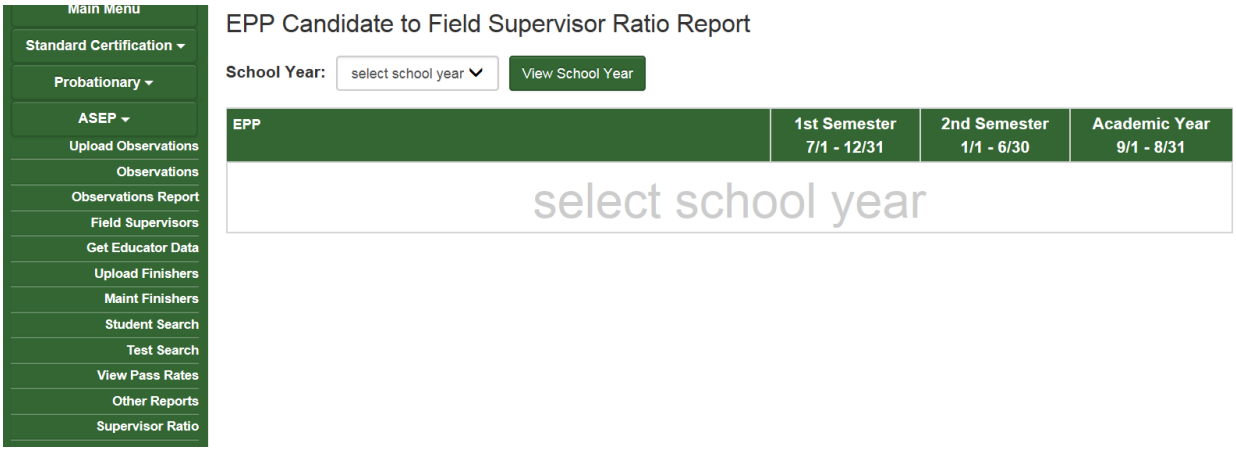


ECOS will report the annual, first semester and second semester candidate to field supervisor ratios for your program, as well as statewide data.

EPP Candidate to Field Supervisor Ratio Report

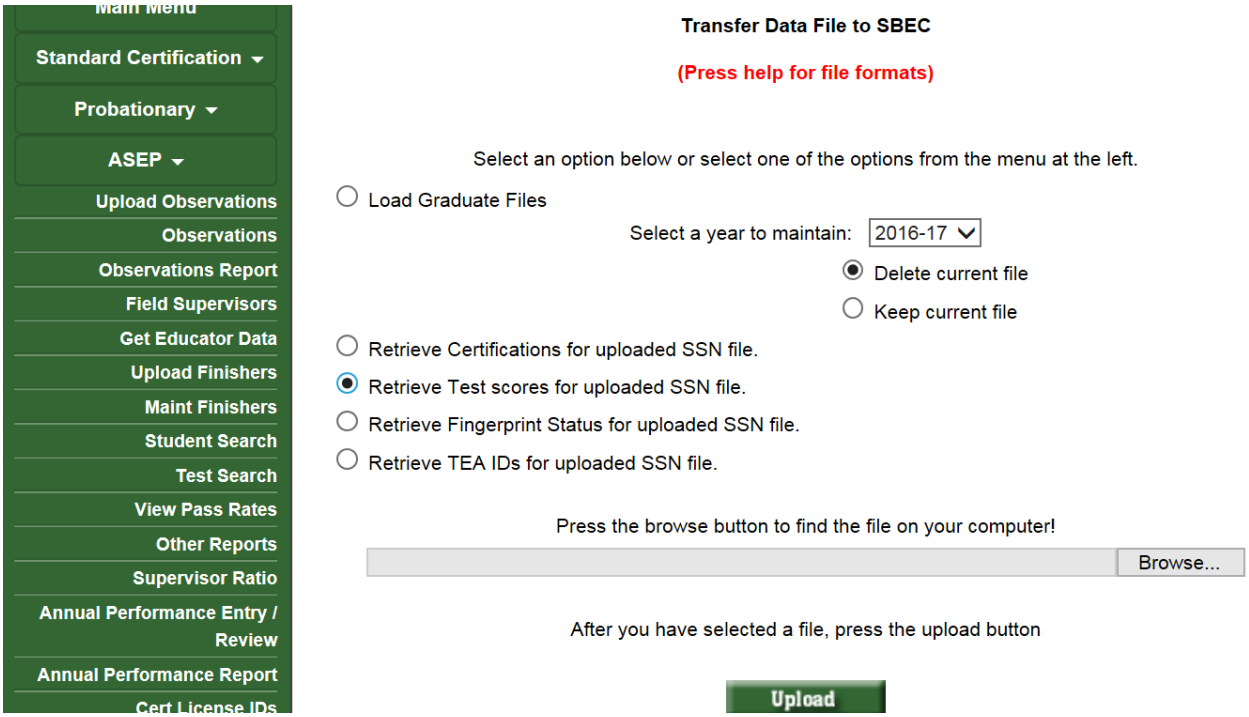
School Year: 2016-17 View School Year

EPP	1st Semester 7/1 - 12/31	2nd Semester 1/1 - 6/30	Academic Year 9/1 - 8/31
*** Statewide ***	3.0:1	1.0:1	3.1:1
Your Name Here (123456)	1.0:1	1.0:1	1.0:1

Get Educator Data

Use the *Get Educator Data* screen to upload a one-column .csv file and receive a file containing all certificates, all tests, or fingerprint status associated with the uploaded social security numbers. Please note that the certificate and test result data will not be restricted to those earned through your EPP.

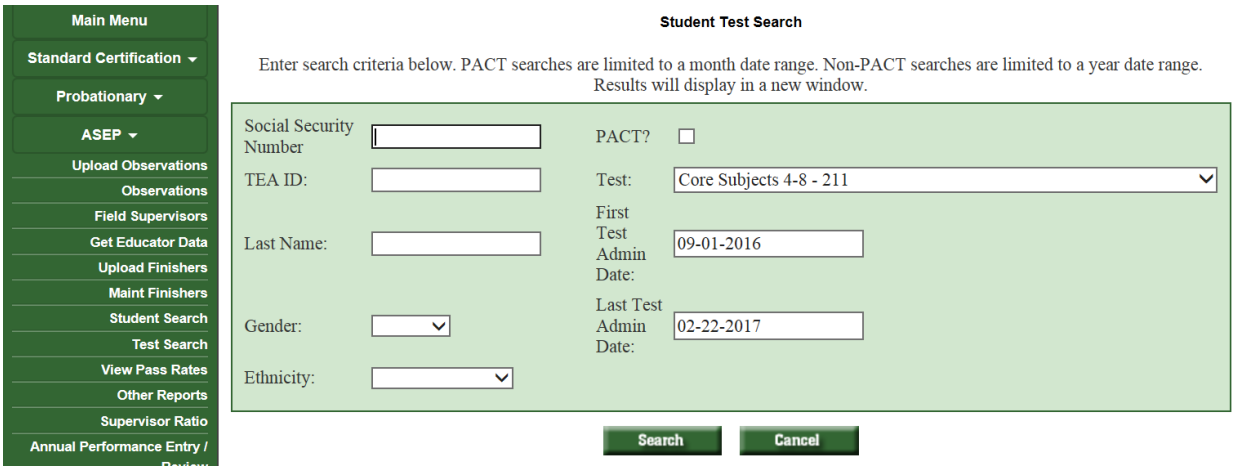
1. Create a .csv file with the social security numbers about which you need information in column A and save it to a convenient location.
2. Click **Get Educator Data** in the ASEP menu
3. Click the radio button for the information you need.
4. Click **Choose File** to browse to your .csv file
5. Click **Upload**



The results may appear confusing, but the "Text to Columns" feature on the Data tab of Excel can make the data easy to use.

Test Search

The *Test Search* screen in ASEP provides another source of data. Enter the parameters that are relevant to your research question and ASEP will produce a report with test results for candidates from your program regardless of finisher status. You may find this function is a useful supplement to the test data available through the Pearson Results Analyzer.



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Title II Reporting

The US Department of Education (ED) requires reports on initial teacher certification candidates. As of 9/1/2018 two companies support programs with this reporting - Pearson and Westat. Pearson, as the main testing vendor for TEA, generates pass rate data for the Title II reports. Westat puts the pass rate data and significant amounts of other data into the report that the Secretary of Education submits each year to Congress.

Primary User: Your program should have a primary user who is responsible for federal reporting. You should also have a backup person who knows the data and the systems. If these persons change, contact Mark Olofson at Mark.Olofson@tea.texas.gov to coordinate new user accounts with Pearson and Westat.

Title II reporting follows a predictable annual schedule. Each year programs report the previous year's data, so you will report 2017-2018 data in 2018-2019.

- August 31, 2018 – The reporting year closes
- September – December 2018 – Upload data to the Pearson system.
- January – Pearson resolution period
- February – Westat Title II reporting opens
- April 30 – Westat Title II reporting closes
- July – Title II reported data available for review
- October – Review/collection period closes
- November – Title II report completed

As of 9/1/2018, Pearson will be the testing vendor through which Title II reporting occurs. Westat will remain the vendor who interfaces with the ED.

Recording Data for Pearson Title II

In addition to documenting data regarding Ivana Teach in the ASEP system, you must also document data for her with Pearson for Title II reporting purposes. Your goal is to provide Pearson with information linking the candidate to your program so that Pearson can then link to the candidate's testing data. Pearson uses test results from the TExES™ tests for initial teacher certification candidates to calculate and report pass rates for ED purposes.

Training and Resources: Pearson has developed a manual to guide you through the necessary Title II reporting. See www.educationreports.net for additional assistance, or email es-titleII@pearson.com.

Completing the Title II Institutional and Program Report Card (IPRC) Report

In April 2019, you will be reporting on your 2017-2018 cohort. The data you entered in the GPA spreadsheet and APR in September 2018 will help you complete the Westat IPRC report. The IPRC includes only initial teacher candidates from your institution. It does not include administrative, student services, or additional certificate candidates. Extensive guidance

regarding how to report Title II data for Westat is available at the Title II website at https://title2.ed.gov/Public/TA.aspx.

Orientation

Here are some ways to learn about Title II reporting:

1. Recorded webinars are available at https://title2.ed.gov/Public/Webinars.aspx#iprc. The IPRC Overview and Training is a good place to start.
2. Log into ECOS and export your 2017-2018 the candidates listed as Finisher on the Finisher Records List and the candidates listed as Other Enrolled on the Finisher Records List to Excel. Remove anyone not pursuing an initial teaching certificate. These are the folks you're reporting on.
3. Open the blank Institutional and Program Report Card available with the technical assistance materials here: https://title2.ed.gov/Public/TA.aspx. This is a way to understand what you're reporting
4. There are a lot of technical assistance materials available through the public Title II website.
    a. The IPRC guide is helpful if you have specific questions. There are also smaller, subject specific guides if you have questions about individual sections of the report.
5. Download the 2017 Texas State Report Data File and look for your program's data. This is what you will be updating for this year. Remember, in April 2019 you are reporting on 2017-2018 data.
    a. Don't be overwhelmed by the tabs and columns. Much of this is prepopulated for you.
    b. Data documentation is available at the same page.

The following pages look only at reporting data on enrolled and completer candidates for your program. Remember, Title II is only concerned with initial teacher certification candidates. Do not report on candidates at your program who are pursuing administrative certification, student services certification or a second certification.

Section 1.b & c. Admissions

Your report should reflect at minimum the statutory and regulatory minimum requirements. You should be able to report "Yes" the following are required for entry.

- Transcript
- Minimum number of courses/credits/semester hours completed (TEC §21.0441(a)(2) and TAC §227.10(a)(4))
- Minimum GPA (TEC §21.0441(a)(1) and TAC §227.10(a)(3))
- Minimum basic skills test score (TAC §227.10(a)(5))
- Interview or Other Proficiency (TAC §227.10(a)(7))

Note: If you can admit candidates to a route, but did not admit candidates to that route so that you have no median GPA for admission or completion, enter "-6" to indicate "not applicable."

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Section Enrollment

While you recorded Ivana Teach by name as a Finisher on the Finisher Records list and in the Pearson list, you only need to record her by number in the Westat Title II report. In this way, the Title II enrollment reporting is like the Annual Performance Report (APR) in ECOS. Use the ASEP and GPA data you submitted in September to help you complete the Title II report. NOTE: <u>If your program supports both traditional and alternative routes to certification, you must report information on candidates in these routes separately.</u>

1. Click **Maint Finishers** in the ASEP menu
2. Select 2017-2018
3. Select Other Enrolled
4. Click **Continue**
5. Select **Click Here** to download the data as a .csv at the bottom of the page
6. Open as an Excel spreadsheet
7. Highlight the data columns (row 5 and below)
8. Sort by column G, Cert_Description
9. Delete any candidates not pursuing an initial teacher certificate (principal, superintendent, etc.).
10. Sort by column A, TEA_ed_cert_id
11. Remove any duplicates (candidates listed two or more times because they are pursuing multiple certificates or certification and a supplemental).
    - The conditional formatting function is helpful for this.
12. Sort by Gender
13. Count the number of males and females.
    - If a candidate is listed as "Unk" then use the self-reported gender information for the candidate in ECOS.
14. Sort by column J, Ethnicity_Desc.
15. Count the number of each ethnic group.
    - The countif function is helpful with this.

Reporting Other Enrolled

1. Select Enrollment from the Program Data Collection menu.
2. Enter the total number of students enrolled in 2016-2017. This numbers should equal the total number of candidates listed as Other Enrolled on the Finisher Records List and the number listed as Retained in your APR, minus any non-teacher candidates.
3. Enter the number of males enrolled in 2016-2017. This number should equal the total number of males on your APR, minus any non-teacher candidates.
4. Enter the number of females enrolled in 2016-2017. This number should equal the total number of females on your APR, minus any non-teacher candidates.
5. Sum the males and females. It should equal the total number of students enrolled.
6. Enter the total number of candidates enrolled by ethnicity. Use the APR categories
7. Click **Save**

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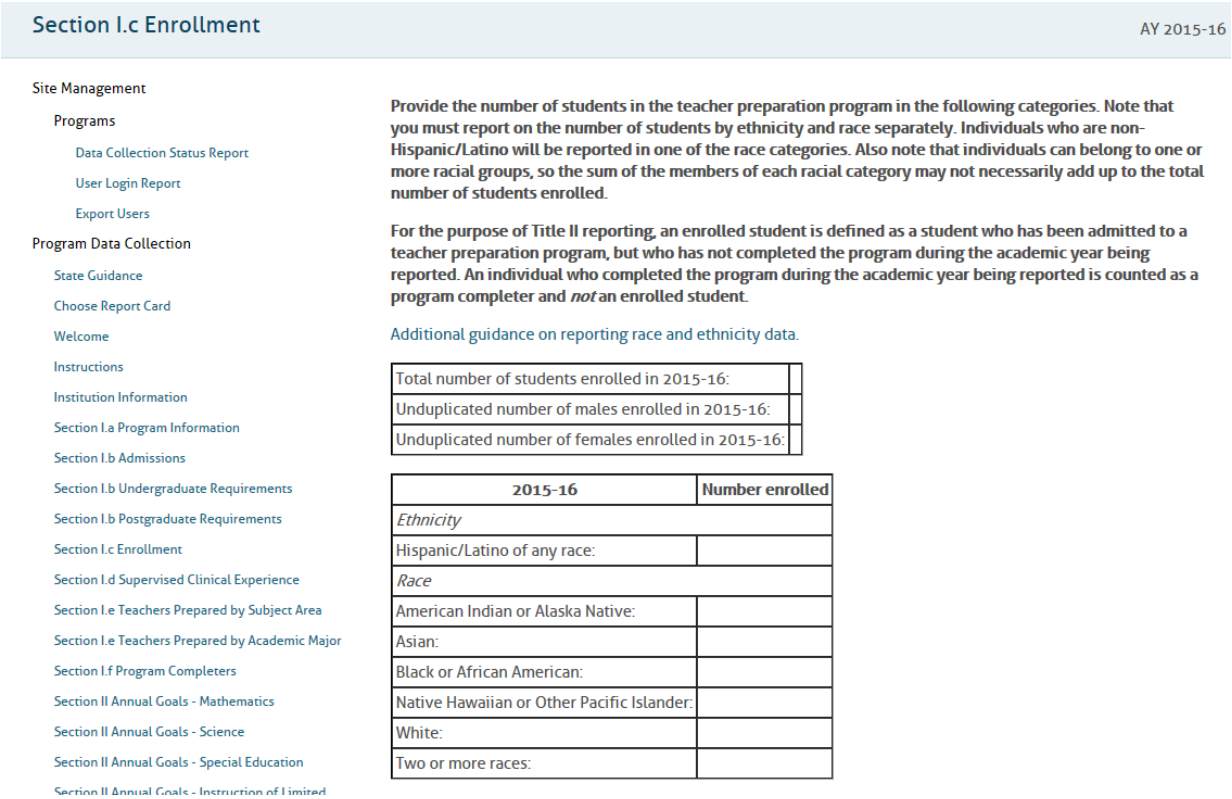

Section I.c Enrollment

AY 2015-16

Site Management
- Programs
  - Data Collection Status Report
  - User Login Report
  - Export Users

Program Data Collection
- State Guidance
- Choose Report Card
- Welcome
- Instructions
- Institution Information
- Section I.a Program Information
- Section I.b Admissions
- Section I.b Undergraduate Requirements
- Section I.b Postgraduate Requirements
- Section I.c Enrollment
- Section I.d Supervised Clinical Experience
- Section I.e Teachers Prepared by Subject Area
- Section I.e Teachers Prepared by Academic Major
- Section I.f Program Completers
- Section II Annual Goals - Mathematics
- Section II Annual Goals - Science
- Section II Annual Goals - Special Education
- Section II Annual Goals - Instruction of Limited

Provide the number of students in the teacher preparation program in the following categories. Note that you must report on the number of students by ethnicity and race separately. Individuals who are non-Hispanic/Latino will be reported in one of the race categories. Also note that individuals can belong to one or more racial groups, so the sum of the members of each racial category may not necessarily add up to the total number of students enrolled.

For the purpose of Title II reporting, an enrolled student is defined as a student who has been admitted to a teacher preparation program, but who has not completed the program during the academic year being reported. An individual who completed the program during the academic year being reported is counted as a program completer and *not* an enrolled student.

Additional guidance on reporting race and ethnicity data.

Total number of students enrolled in 2015-16:	
Unduplicated number of males enrolled in 2015-16:	
Unduplicated number of females enrolled in 2015-16:	

2015-16	Number enrolled
Ethnicity	
Hispanic/Latino of any race:	
Race	
American Indian or Alaska Native:	
Asian:	
Black or African American:	
Native Hawaiian or Other Pacific Islander:	
White:	
Two or more races:	

Legislative Budget Board Reporting for Public Colleges and Universities

Each fall EPPs that are public colleges and universities are required to report certification rates of teacher education graduates to the Legislative Budget Board (LBB). Private universities and alternative certification programs do NOT report to the LBB. TEA will contact institutions required to submit LBB reports by email in September. The report is due to TEA based on when TEA must report to the LBB.

To facilitate the reporting process and ensure the consistency and accuracy of data, the LBB, State Auditor's Office, and educator preparation entities asked TEA to collect graduate information from the entities and, using centralized records in the TEA database, calculate the LBB certification rate.

The LBB certification rate is based on the percentage of an institution's undergraduate teacher education program graduates who become certified to teach no later than the end of the fiscal year following the year of graduation from the program. This measure indicates how well an undergraduate teacher education program's production of certified educators.

IMPORTANT: You must report the performance measure to the LBB using ABEST. TEA is simply calculating the rate for you. It is your responsibility to enter the rate in ABEST.

The FY 2019 LBB performance measure will reflect the certification rate of your 2016-2017 graduates. The rate is the percentage of graduates who became certified as of August 31, 2018.

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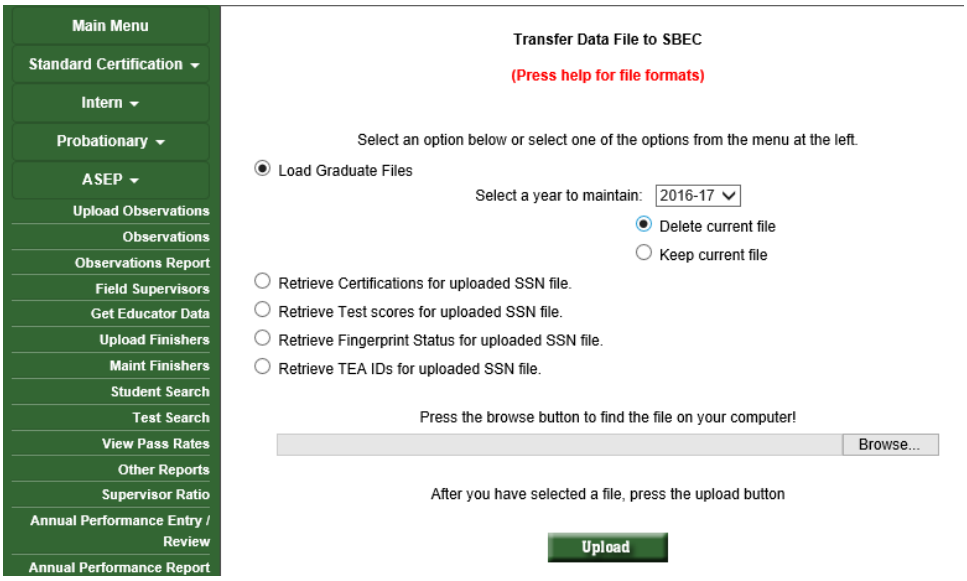
1. Create a .csv file listing the teacher candidates who graduated between September 1, 2016 and August 31, 2017. Do not use headers. There should be 4 columns when you're done. See the Bulk Upload section on page 12 for details about creating a .csv file.

    A. EPP County/District Number (CDN) (6 characters)
    B. Graduate's social security numbers (9 characters – no dashes)
    C. Graduate's last name (maximum 25 characters)
    D. Graduate's first name (maximum 20 characters)

Your spreadsheet will look something like this.

A	B	C	D
123456	741852963	Teach	Ivana

2. Click **Get Educator Data** in the ASEP menu
3. Select the "Load Graduate Files" radio button
4. Select "2016-2017" to report on graduates from 2016-2017.
    - NOTE: This is the year the new teachers graduated
5. Click **Choose File** to browse to the .csv file you created
6. Click **Upload**

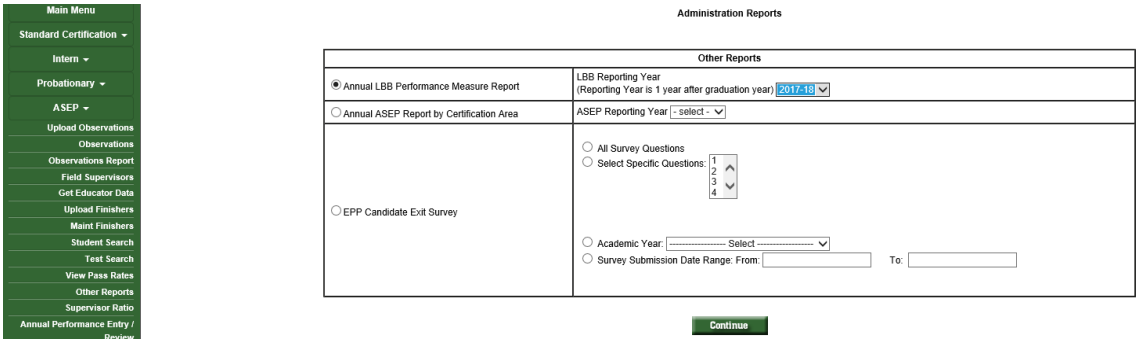


Viewing Legislative Budget Board Report for Public Colleges and Universities

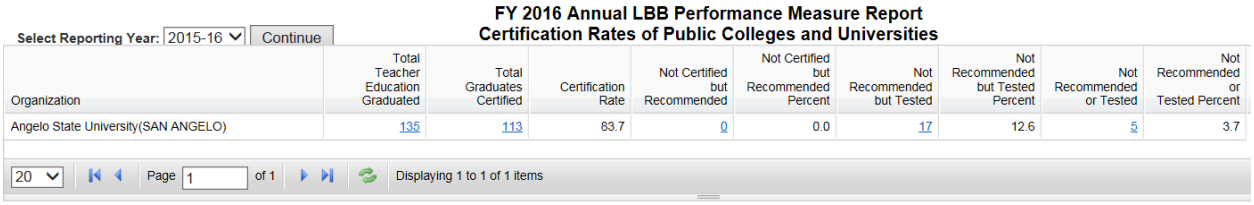
After you submit your list of graduates to the ECOS system, you will need to retrieve and verify the results. TEA will ask you to verify the certification rates ECOS calculates via email. Follow these steps to view your results.

1. Click **Other Reports** in the ASEP menu
2. Select the "Annual LBB Performance Measure Report" radio button

3. Select the reporting year (2017-2018). NOTE: This is the year AFTER your new teachers graduated from your college or university
4. Click **Continue**



The report for your program will look something like this.



FY 2016 Annual LBB Performance Measure Report
Certification Rates of Public Colleges and Universities

Select Reporting Year: 2015-16 Continue

Organization	Total Teacher Education Graduated	Total Graduates Certified	Certification Rate	Not Certified but Recommended	Not Certified but Recommended Percent	Not Recommended but Tested	Not Recommended but Tested Percent	Not Recommended or Tested	Not Recommended or Tested Percent
Angelo State University(SAN ANGELO)	135	113	83.7	0	0.0	17	12.6	5	3.7

20 Page 1 of 1 Displaying 1 to 1 of 1 items

TEA sends out additional guidance in September to help programs complete this function.

Appendix 1: Sample Letters

Sample Admission Letter

Use Letterhead of EPP[32]
Date

Name
Address
City, State, Zip Code

Dear *(Candidate Name)*:

This letter is an invitation of formal admission[33] into *(Name of Educator Preparation Program)* to assist you in securing certification in *(Name of Certification)*.

Your official admission date is *(Month Day, Year)*[34]. *(Provide any other entry information that you might need to communicate.)*

You have until *(Month Day, Year)* to respond to our invitation of admission into our program. If we do not receive written communication of acceptance within that time frame, we will consider that you have declined our invitation[35].

Sincerely,

(Name and Title of Person Extending the Invitation)

I accept the invitation of admission_____

I decline the invitation of admission_____

Signature:

Date:

This letter should be retained in the candidate's record for audit purposes.

[32] See 19 TAC §227.17(b), "the EPP must notify the applicant of the offer of formal admission in writing by mail, personal delivery, facsimile, email, or an electronic notification."
[33] See 19 TAC §227.5(11)
[34] See 19 TAC §227.17(d), "The effective date of formal admission shall be included in the offer of formal admission."
[35] See 19 TAC §227.17(e).

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Sample Change of Certification Documentation

Use Letterhead of EPP

Date

Name
Address
City, State, Zip Code

(*Candidate Name),* TEA ID # *(TEA ID)* requests a change of certification field from *(Old Certification Field and Grade Level)* to *(New Certification Field and Grade Level)*.

Printed Name of Candidate

Signature of Candidate

Printed Name of EPP Program Approver

Signature of EPP Program Approver

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Sample Observations Exception Letter

USE INSTITUTIONAL LETTERHEAD

Month, day, YYYY

FROM: Legal authority/EPP

SUBJECT: Exceptions to the 2017-2018 Observations

TO: Texas Education Agency/Educator Preparation and Program Accountability

We have reviewed the list of candidates that we observed or could have observed from September 1, 2017 through August 31, 2018. Below is a list of candidates who we propose as exceptions for observation purposes, as well as the reasons for the proposed exception.

TEA ID	Candidate Name	Reason for Exception
808080	Ivana Teach	Candidate withdrew from the program xx/xx/2017
123456	Don Walt	Candidate resigned from the district on xx/xx/2017
234567	P.E. Teacher	Candidate was seeking additional certification; already has standard teaching certificate in other area
3456789	Shana Elvis	Candidate qualified for educational aide exemption.

If you have any questions, please contact Dr. Certification Officer at (512) 123-4567 or certification.officer@myepp.edu. Thank you in advance for your assistance in this matter.

Sincerely,

Legal Authority

Legal Authority
My Educator Preparation Program
(512) 789-4561

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Sample Test Approval Exception Letter

USE INSTITUTIONAL LETTERHEAD

October XX, 2018

FROM: Your legal authority/EPP

SUBJECT: Exceptions to the 2017-2018 Test Approval List

TO: Texas Education Agency/Educator Preparation and Program Accountability

We have reviewed the list of candidates to whom we granted test approval from September 1, 2016 through August 31, 2017. Below is a list of candidates who we propose as exceptions for test approval and admittance purposes, as well as the reasons for the proposed exception.

TEA ID	Candidate Name	Reason for Exception
808080	Ivana Teach	Admit date on test approval list is inaccurate. Candidate admitted 8/21/2015
123456	Harold Myerston	Candidate given test approval but not admitted into the program.
234567	P.E. Teacher	Candidate was admitted but not granted test approval within 7 days of admittance. Approval granted on September 27, 2017 with admittance date August 15, 2017.

If you have any questions, please contact Dr. Certification Officer at (512) 123-4567 or certification.officer@myepp.edu. Thank you in advance for your assistance in this matter.

Sincerely,

Legal Authority

Legal Authority
My Educator Preparation Program
(512) 789-4561

Appendix 2: Affidavit Filename List

This appendix contains the file names that you should use to name your affidavit

CDN	Program Name	Affidavit Name
057708	21ST CENTURY LEADERSHIP	21stCenturyLdr_057708_AFFIDAVIT2018
178701	A CAREER IN EDUCATION-ACP	ACareerInEd_178701__AFFIDAVIT2018
108708	A CAREER IN TEACHING-EPP (MCALLEN)	ACareerInTchMcAllen_108708__AFFIDAVIT2018
108703	A CAREER IN TEACHING-EPP (CORPUS CHRISTI)	ACareerInTchCC_108703_AFFIDAVIT2018
101714	A+ TEXAS TEACHERS	APlus_101714_AFFIDAVIT2018
221502	ABILENE CHRISTIAN UNIVERSITY	ACU_221502_AFFIDAVIT2018
101712	ACT-HOUSTON	ACTHouston_101712_AFFIDAVIT2018
101723	ACT-HOUSTON AT DALLAS	ACTHoustonDallas_101723_AFFIDAVIT2018
108701	ACT-RIO GRANDE VALLEY	ACTRGV_108701_AFFIDAVIT2018
015702	ACT-SAN ANTONIO	ACTSA_015702_AFFIDAVIT2018
015709	ALAMO COLLEGES	AlamoColleges_015709_AFFIDAVIT2018
031701	ALTERNATIVE-SOUTH TEXAS EDUCATOR PROGRAM	ASTEP_031701_AFFIDAVIT2018
057508	AMBERTON UNIVERSITY	Amberton_057508_AFFIDAVIT2018
057715	AMERICAN COLLEGE OF EDUCATION	AmericanCOE_057715_AFFIDAVIT2018
226501	ANGELO STATE UNIVERSITY	ASU_226501_AFFIDAVIT2018
057714	ARGOSY UNIVERSITY	Argosy_057714_AFFIDAVIT2018
220703	ARLINGTON BAPTIST COLLEGE	ABC_220703_AFFIDAVIT2018
101716	ATC-EAST HOUSTON	ATCEastHouston_101716_AFFIDAVIT2018
091502	AUSTIN COLLEGE	AustinCollege_091502_AFFIDAVIT2018
227502	AUSTIN COMMUNITY COLLEGE	AustinCC_227502_AFFIDAVIT2018
161503	BAYLOR UNIVERSITY	Baylor_161503_AFFIDAVIT2018
227505	CONCORDIA UNIVERSITY	Concordia_227505_AFFIDAVIT2018
057702	CRISWELL COLLEGE	Criswell_057702_AFFIDAVIT2018
057504	DALLAS BAPTIST UNIVERSITY	DallasBaptist_057504_AFFIDAVIT2018
057703	DALLAS CHRISTIAN COLLEGE	DCC_057703_AFFIDAVIT2018
057905	DALLAS ISD	DallasISD_057905_AFFIDAVIT2018
102501	EAST TEXAS BAPTIST UNIVERSITY	EastTxBaptist_102501_AFFIDAVIT2018
220701	EDUCATION CAREER ALTERNATIVES PROGRAM	ECAP_220701_AFFIDAVIT2018
227703	EDUCATORS OF EXCELLENCE ACP	EDeX_227703_AFFIDAVIT2018
108709	EIT: EXCELLENCE IN TEACHING	EIT_108709_AFFIDAVIT2018
221501	HARDIN-SIMMONS UNIVERSITY	HardinSimmons_221501_AFFIDAVIT2018
101000	HARRIS COUNTY DEPARTMENT OF ED	HarrisCounty_101000_AFFIDAVIT2018
101510	HOUSTON BAPTIST UNIVERSITY	HoustonBaptist_101510_AFFIDAVIT2018
101506	HOUSTON COMMUNITY COLLEGE SYSTEM	HoustonCC_101506_AFFIDAVIT2018
101912	HOUSTON ISD	HoustonISD_101912_AFFIDAVIT2018
025501	HOWARD PAYNE UNIVERSITY	HowardPayne_025501_AFFIDAVIT2018
227503	HUSTON-TILLOTSON UNIVERSITY	Htu_227503_AFFIDAVIT2018
101717	INTERN TEACHER ACP	InternTeacher_101717_AFFIDAVIT2018
057709	ITEACHTEXAS	ITeachTx_057709_AFFIDAVIT2018
250501	JARVIS CHRISTIAN COLLEGE	JarvisChristian_250501_AFFIDAVIT2018
123501	LAMAR UNIVERSITY	Lamar_123501_AFFIDAVIT2018
092502	LETOURNEAU UNIVERSITY	LeTourneau_092502_AFFIDAVIT2018
101702	LONE STAR COLLEGES	LoneStar_101702_AFFIDAVIT2018
152502	LUBBOCK CHRISTIAN UNIVERSITY	LCU_152502_AFFIDAVIT2018
161502	MCLENNAN COMMUNITY COLLEGE	MclennanCC_161502_AFFIDAVIT2018
221503	MCMURRY UNIVERSITY	McMurray_221503_AFFIDAVIT2018
243501	MIDWESTERN STATE UNIVERSITY	MSU_243501_AFFIDAVIT2018
057710	MOUNTAIN VIEW COLLEGE	MountainView_057710_AFFIDAVIT2018
101725	NORTH AMERICAN UNIVERSITY	NorthAmerican_101725_AFFIDAVIT2018
015502	OUR LADY OF THE LAKE UNIVERSITY	OLLU_015502_AFFIDAVIT2018
101917	PASADENA ISD	PasadenaISD_101917_AFFIDAVIT2018
161504	PAUL QUINN COLLEGE	PaulQuinn_161504_AFFIDAVIT2018

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CDN	Program Name	Affidavit Name
237501	PRAIRIE VIEW A&M UNIVERSITY	PVAMU_237501_AFFIDAVIT2018
057712	QUALITY ACT: ALTERNATIVE CERTIFIED TCHRS	QualityACT_057712_AFFIDAVIT2018
108950	REG 01 EDUCATION SERVICE CENTER	RESC01_108950_AFFIDAVIT2018
178950	REG 02 EDUCATION SERVICE CENTER	RESC02_178950_AFFIDAVIT2018
235950	REG 03 EDUCATION SERVICE CENTER	RESC03_235950_AFFIDAVIT2018
101950	REG 04 EDUCATION SERVICE CENTER	RESC04_101950_AFFIDAVIT2018
181950	REG 05 EDUCATION SERVICE CENTER	RESC05_181950_AFFIDAVIT2018
236950	REG 06 EDUCATION SERVICE CENTER	RESC06_236950_AFFIDAVIT2018
092950	REG 07 EDUCATION SERVICE CENTER	RESC07_092950_AFFIDAVIT2018
225950	REG 08 EDUCATION SERVICE CENTER	RESC08_225950_AFFIDAVIT2018
057950	REG 10 EDUCATION SERVICE CENTER	RESC10_057950_AFFIDAVIT2018
220950	REG 11 EDUCATION SERVICE CENTER	RESC11_220950_AFFIDAVIT2018
161950	REG 12 EDUCATION SERVICE CENTER	RESC12_161950_AFFIDAVIT2018
227950	REG 13 EDUCATION SERVICE CENTER	RESC13_227950_AFFIDAVIT2018
221950	REG 14 EDUCATION SERVICE CENTER	RESC14_221950_AFFIDAVIT2018
165950	REG 18 EDUCATION SERVICE CENTER	RESC18_165950_AFFIDAVIT2018
071950	REG 19 EDUCATION SERVICE CENTER	RESC19_071950_AFFIDAVIT2018
015950	REG 20 EDUCATION SERVICE CENTER	RESC20_015950_AFFIDAVIT2018
101726	RELAY GSE	Relay_101726_AFFIDAVIT2018
101718	RICE EDUCATION ENTREPRENEURSHIP PROGRAM	RiceEEP_101718_AFFIDAVIT2018
101513	RICE UNIVERSITY	Rice_101513_AFFIDAVIT2018
236501	SAM HOUSTON STATE UNIVERSITY	SHSU_236501_AFFIDAVIT2018
133501	SCHREINER UNIVERSITY	Schreiner_133501_AFFIDAVIT2018
108707	SOUTH TEXAS COLLEGE	SouthTxCollege_108707_AFFIDAVIT2018
108706	SOUTH TEXAS TRANSITION TO TEACHING ACP	SouthTxTTT_108706_AFFIDAVIT2018
057502	SOUTHERN METHODIST UNIVERSITY	SMU_057502_AFFIDAVIT2018
126501	SOUTHWESTERN ADVENTIST UNIVERSITY	SAU_126501_AFFIDAVIT2018
070501	SOUTHWESTERN ASSEMBLIES OF GOD UNIV	SAGU_070501_AFFIDAVIT2018
246501	SOUTHWESTERN UNIVERSITY	Southwestern_246501_AFFIDAVIT2018
227504	ST EDWARD'S UNIVERSITY	StEdwards_227504_AFFIDAVIT2018
015506	ST MARY'S UNIVERSITY	StMarys_015506_AFFIDAVIT2018
174501	STEPHEN F AUSTIN STATE UNIVERSITY	SFASU_174501_AFFIDAVIT2018
022501	SUL ROSS STATE UNIVERSITY - ALPINE	SulRossAlpine_022501_AFFIDAVIT2018
232502	SUL ROSS STATE UNIVERSITY - RIO GRANDE	SulRossRGV_232502_AFFIDAVIT2018
072501	TARLETON STATE UNIVERSITY	Tarleton_072501_AFFIDAVIT2018
108704	TEACHERBUILDER.COM	TeacherBuilder_108704_AFFIDAVIT2018
071701	TEACHERS FOR THE 21ST CENTURY	Tchrs21Century_071701_AFFIDAVIT2018
240502	TEXAS A&M INTERNATIONAL UNIVERSITY	TAMIU_240502_AFFIDAVIT2018
021501	TEXAS A&M UNIVERSITY	TAMU_021501_AFFIDAVIT2018
014702	TEXAS A&M UNIVERSITY - CENTRAL TEXAS	TAMUCentralTx_014702_AFFIDAVIT2018
116501	TEXAS A&M UNIVERSITY - COMMERCE	TAMUCommerce_116501_AFFIDAVIT2018
178504	TEXAS A&M UNIVERSITY - CORPUS CHRISTI	TAMUCC_178504_AFFIDAVIT2018
137501	TEXAS A&M UNIVERSITY - KINGSVILLE	TAMUKingsville_137501_AFFIDAVIT2018
015712	TEXAS A&M UNIVERSITY - SAN ANTONIO	TAMUSA_015712_AFFIDAVIT2018
019502	TEXAS A&M UNIVERSITY - TEXARKANA	TAMUTexarkana_019502_AFFIDAVIT2018
227708	TEXAS ALTERNATIVE CERT PGM @ AUSTIN	TACPAustin_227708_AFFIDAVIT2018
031702	TEXAS ALTERNATIVE CERT PGM @ BROWNSVILLE	TACPBrownsville_031702_AFFIDAVIT2018
101724	TEXAS ALTERNATIVE CERT PGM @ HOUSTON	TACPHouston_101724_AFFIDAVIT2018
015708	TEXAS ALTERNATIVE CERT PGM @ SAN ANTONIO	TACPSA_015708_AFFIDAVIT2018
071702	TEXAS ALTERNATIVE CERTIFICATION PROGRAM	TACP_071702_AFFIDAVIT2018
220501	TEXAS CHRISTIAN UNIVERSITY	TCU_220501_AFFIDAVIT2018
212502	TEXAS COLLEGE	TxCollege_212502_AFFIDAVIT2018
094501	TEXAS LUTHERAN UNIVERSITY	TLU_094501_AFFIDAVIT2018
101503	TEXAS SOUTHERN UNIVERSITY	TxSouthern_101503_AFFIDAVIT2018
105501	TEXAS STATE UNIVERSITY	TSU_105501_AFFIDAVIT2018
152501	TEXAS TECH UNIVERSITY	TTU_152501_AFFIDAVIT2018
220504	TEXAS WESLEYAN UNIVERSITY	TWU_220504_AFFIDAVIT2018
061502	TEXAS WOMAN'S UNIVERSITY	TxWomans_061502_AFFIDAVIT2018

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CDN	Program Name	Affidavit Name
061701	THE TX INSTITUTE FOR TEACHER EDUCATION	TTITE_061701_AFFIDAVIT2018
220707	TNTP ACADEMY - FORT WORTH	TNTP_220707_AFFIDAVIT2018
227701	TRAINING VIA E-LEARNING: AN ALT CRT HYBR	TEACH_227701_AFFIDAVIT2018
015504	TRINITY UNIVERSITY	Trinity_015504_AFFIDAVIT2018
057507	UNIVERSITY OF DALLAS	UDallas_057507_AFFIDAVIT2018
101502	UNIVERSITY OF HOUSTON	UHouston_101502_AFFIDAVIT2018
101509	UNIVERSITY OF HOUSTON-CLEAR LAKE	UHCL_101509_AFFIDAVIT2018
101512	UNIVERSITY OF HOUSTON-DOWNTOWN	UHD_101512_AFFIDAVIT2018
235502	UNIVERSITY OF HOUSTON-VICTORIA	UHV_235502_AFFIDAVIT2018
014503	UNIVERSITY OF MARY HARDIN-BAYLOR	UMHB_014503_AFFIDAVIT2018
061501	UNIVERSITY OF NORTH TEXAS	UNT_061501_AFFIDAVIT2018
161701	UNIVERSITY OF NORTH TEXAS - DALLAS	UNTDallas_161701_AFFIDAVIT2018
015705	UNIVERSITY OF PHOENIX	UPhoenix_015705_AFFIDAVIT2018
101508	UNIVERSITY OF ST THOMAS	UST_101508_AFFIDAVIT2018
220503	UNIVERSITY OF TEXAS - ARLINGTON	UTArlington_220503_AFFIDAVIT2018
227501	UNIVERSITY OF TEXAS - AUSTIN	UTAustin_227501_AFFIDAVIT2018
057506	UNIVERSITY OF TEXAS - DALLAS	UTDallas_057506_AFFIDAVIT2018
071501	UNIVERSITY OF TEXAS - EL PASO	UTEP_071501_AFFIDAVIT2018
068502	UNIVERSITY OF TEXAS - PERMIAN BASIN	UTPB_068502_AFFIDAVIT2018
108501	UNIVERSITY OF TEXAS - RIO GRANDE VALLEY	UTRGV_108501_AFFIDAVIT2018
015505	UNIVERSITY OF TEXAS - SAN ANTONIO	UTSA_015505_AFFIDAVIT2018
212503	UNIVERSITY OF TEXAS - TYLER	UTTyler_202503_AFFIDAVIT2018
015503	UNIVERSITY OF THE INCARNATE WORD	UIC_015503_AFFIDAVIT2018
057722	URBAN TEACHERS	URBAN_057722_AFFIDAVIT2018
095501	WAYLAND BAPTIST UNIVERSITY	WBU_095501_AFFIDAVIT2018
184501	WEATHERFORD COLLEGE	Weatherford_184501_AFFIDAVIT2018
101715	WEB-CENTRIC ALTERNATIVE CERT PROGRAM	WebCentric_101715_AFFIDAVIT2018
191501	WEST TEXAS A&M UNIVERSITY	WTAMU_191501_AFFIDAVIT2018
101708	WESTERN GOVERNORS UNIVERSITY	WGU_101708_AFFIDAVIT2018
102502	WILEY COLLEGE	Wiley_102502_AFFIDAVIT2018
101845	YES PREP PUBLIC SCHOOLS INC	YesPrep_101845_AFFIDAVIT2018

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Appendix 3: Additional Accountability Data

Per TEC §21.04, TEA administers and collects surveys of principals[36], candidates exiting their teacher preparation program[37], and teachers who are completing their first year of teaching on a standard teaching certificate[38]. This appendix provides information about the data available to programs related to these items. For the most up-to-date information about these data sets, please see the TEA website.

Principal Survey Data

TEA posts the principal survey results on the Program Provider Resources page for your use. The following briefly explains how to read and interpret these data. This is a reference to help you understand the data. It is not meant to be an alternative to analysis conducted for accreditation purposes in meeting TAC §229.4 (a)(2) requirements. The table below relies on the 2016-2017 results. Other years vary slightly. You may need to use the "Unhide" function in Excel to reveal all the columns.

2016-2017 Principal Survey Calculations

TEA relies on questions 4-39 for accountability purposes. Questions 17 and 25 contain skip logic, and so are excluded from the analysis. Teachers fall into one of four categories: those with SPED and ELL students, those without SPED students, those without ELL students, and those with neither SPED nor ELL students. In determining whether a candidate was "sufficiently prepared," TEA totals the results for each survey question then uses one of four different denominators. The number of "sufficiently prepared" teachers from your program divided by the total number of candidates from your program yields the percentage sufficiently prepared for accountability purposes.

Column(s)	Explanation
A	Education Service Center Region
B	The "Ibjid" is a scrambled identifier for each first-year teacher
C-D	Teacher information. These are useful for disaggregating results by gender and ethnicity.
E	The unique identifier for the survey
F	A geographic description of the district
G-AP	Survey question answers, generally on a 1-4 scale, where 1 is "Not at all prepared" and 4 is Well prepared. See the principal survey itself on the Principal Survey page on the TEA website. Questions 1-3 allow the principal to affirm she is appraising the right candidate from the expected EPP. Questions 17 (omitted column) and 25 (omitted column) enable skip logic for first year teachers who do not have special education or ELL students.
AQ	Question 40 – Overall evaluation of the teacher's effectiveness on a 10-point scale
AR-BF	Teacher certification area information
BG-BJ	Educator preparation program information
BK-BY	Information on the teacher's certification subject area and certification grade level

[36] TAC §229.4(a)(2)
[37] TAC §229.4(a)(4)(B)
[38] TAC §229.4(a)(5)

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Column(s)	Explanation
BZ-DL	These columns transform the survey data from a 1-4 to a 0-3 scale, where 0 is "Not at all prepared" and 3 is "Well prepared." Q17 (BZ) and q25(CA) are the skip logic questions for teachers with SPED and ELL students. Question 40 (DL) does not translate successfully here.
DM	Sum of questions 4-8 regarding the classroom environment. 10 is the minimum score for sufficiently prepared.
DN	Sum of questions 9-16 regarding instruction. 16 is the minimum score for sufficiently prepared.
DO	Sum of questions 18-24 regarding students with disabilities. 14 is the minimum score for sufficiently prepared, but not all teachers are graded here.
DP	Sum of questions 26-30 regarding English Language Learners. 10 is the minimum score for sufficiently prepared.
DQ	Sum of questions 31-34 regarding technology integration in curriculum and instruction. 8 is the minimum score for sufficiently prepared.
DR	Sum of questions 35-38 regarding using technology with data. 8 is the minimum score for sufficiently prepared.
DS	Result on all questions on the 0-3 scale. Although the spreadsheet provides information on performance in areas like Instruction, the program is only held accountable for the overall performance number. The minimum varies by teacher type. All student types - 64 No SWD – 50 No ELL – 54 No ELL or SWD - 40
DT – DV	Survey totals by teacher type
DW – EB	Yes (1)/No (0) indication if the teacher was above standard in classroom environment, instruction, SWD, ELL and technology integration.
EC	Yes (1)/No (0) indication if the teacher was above standard overall. This is used for accountability.
ED	Yes /No indication if the teacher was above standard overall.

Use either the filter function or sort function to separate the candidates from your program (column BH). Copy these data into a separate spreadsheet for analysis.

Row EC indicates whether each candidate met standards, i.e., averaged 2 or higher (on a 0-3 scale), where 2 is the equivalent of "sufficiently prepared." To calculate your percentage, count the number of ones and divide that by the total number of ones and zeros. For example, if there were 100 principal surveys conducted on candidates from your program and 86 had ones in column EC and 14 had zeros, then your percentage would be 86% ((86/100) *100).

Most candidates need a score of 64 or higher out of 96 possible points in column DG to meet standards. The exceptions are those without ELL or SPED students (rows 9 and 12), which have a different denominator.

Exit Survey Data

TEA posts the exit survey results on the Program Provider Resources page for your use. These data are also available to you through the Reports option in the ASEP menu. The following is a reference to help you understand the data. It is not meant to be an alternative to analysis conducted for accreditation purposes in meeting TAC §229.4 (a)(4)(B) requirements. The table below relies on the 2016-2017 results. Other years may vary slightly.

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Column(s)	Explanation
A-C	Program identifying information
D	Person-Survey ID – Cannot be linked to TEA ID
E-BD	Survey question answers, generally on a 1-4 scale, where 1 is "Well prepared" and 4 is "Not at all Prepared." See the exit survey itself on the Program Provider Resources page on the TEA website. Questions 1-3 allow the candidate to identify her circumstances. Questions 17 (column U) and 25 (column AC) enable skip logic for first year teachers who do not have special education or ELL students. Question 46 is removed from the Quality Analysis spreadsheet to simplify calculation.
H-L	Questions 4-8 regarding the classroom environment
M-T	Questions 9-16 regarding instruction
V-AB	Questions 18-24 regarding students with disabilities
AD-AH	Questions 26-30 regarding English Language Learners
AI-AL	Questions 31-34 regarding technology integration
AM-AP	Questions 35-38 regarding using technology with data
AQ-BA	Questions 39-50 regarding the quality of field supervision. Question 46 is removed from the Quality Analysis spreadsheet to simplify calculation.
BB-BC	Questions 51 and 52 regarding the length and frequency of field observations. Answers other than 1 here indicate a candidate reporting she was not sufficiently observed.
BD	Question 53 regarding the candidate's overall evaluation of the level of preparation for the first year of teaching.
BE	This column sums the results of questions 39-50 and compares them to a passing average of 2, "Frequently." The cell logic is =IF(SUM(AQ2:BA2)<=22, 1,0). If the sum is 22 or less, it identifies the candidate as frequently getting good field support or "1." If the sum is 23 or more it identifies the candidate as not getting good field support, "0."
BF-BG	Sum the results by program and calculate a percent getting good field support.

Row BE indicates if each candidate met standards, i.e., averaged 2 or less (on a 0-4 scale), where 2 is the equivalent of "frequently" receiving field support. To calculate your percentage, count the number of ones and divide that by the total number of ones and zeros. For example, if there were 100 exit surveys completed by candidates from your program and 86 had ones in column BE and 14 had zeros, then your percentage would be 86% ((86/100) *100).

Teacher Survey Data

The 2017-2018 academic year was the first year TEA conducted a pilot survey of first year teachers. As of August 2018, we are evaluating the data, and will make it publicly available once we have developed procedures for working with it. This data will be available on the Program Provider Resources page for your use.

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