LBB reporting: Uploading and retrieving LBB reports

Educator preparation programs at public colleges and universities are required to report certification rates of teacher education graduates to the Legislative Budget Board (LBB). To facilitate the reporting process and ensure the consistency and accuracy of data, the LBB, State Auditor's Office, and educator preparation entities have requested that TEA collect graduate information from the entities and, using centralized records in the TEA database, calculate the LBB certification rate.

The certification rate required by the LBB is based upon 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 is used to provide an indicator of the effectiveness of an undergraduate teacher- education program's production of certified educators.

The FY 2018 LBB performance measure indicates the certification rate of your 2016-2017 graduates. The rate is the percentage of graduates who were certified by August 31, 2018.

Necessary Steps:

1. Create a .csv with graduate information
2. Upload .csv to ECOS
3. Retrieve your program's report
4. Certify report with TEA
5. Report rates to Automated Budget and Evaluation System of Texas (ABEST)

Step 1: Create a .csv with graduate information

• Create a csv file with the following fields: county-district number (CDN), Social Security number (SSN), Last name (Last_Name), First name (First_Name).

Tips for Entering Data:

1. The LBB report includes ONLY Undergraduate Initial Teacher Finishers.
2. CDN is your program's six-digit county/district number. Include leading zeros.
3. No dashes in SSN, include leading zeros.
4. Put the CDN in column A, the SSN in column B, the last name in column C, and the first name in column D as illustrated, but don't keep the column headings. Row 1 should have a candidate's information, not the column headings.

Step 2: Upload .csv to ECOS

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

Step 3: Retrieve your program's report

- Wait at least 10 minutes from when you clicked upload to give the systems time to update
- Start at ASEP-> Other Reports
- Click "Annual LBB Performance Measure Report" and choose 2017-2018.
- Click "Continue".
- Result: a new window will open. (Pop-up blockers will prevent any further action unless disabled).

Step 4: Certify report with TEA

Please certify your rates with TEA via email to Mark.Olofson@tea.texas.gov.

Step 5: Report rates to Automated Budget and Evaluation System of Texas (ABEST)

Your institution, in conjunction with your Information Resources staff, must report the certification rate in the institutional LBB report (ABEST). At this time, the preparation entity may provide further explanation of the results to the LBB, if desired. This process is based on the internal procedures at your institution.

IMPORTANT:
Your institution 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.