

## Accountability Appeal Submission Guide

**Disclaimer:** Chapter 8 of the Accountability Manual, as adopted in rule, is the authoritative source for all accountability appeal requirements. This document supplements, but does not supersede, Chapter 8.

### Purpose and Overview of Appeals

The accountability appeals process allows districts and charter schools to challenge an agency determination of an accountability rating when there is a valid concern regarding the data or calculations used in the rating process. Appeals are limited to issues arising from data or calculation errors attributable to TEA, an Education Service Center (ESC), or a vendor and may not be used to correct data inaccurately reported by the district or charter school.

To file an appeal, districts and charter schools must register their intent through the TEAL Accountability application, submit a signed appeal letter, and provide supporting documentation demonstrating that a specific, verifiable error affected the accountability outcome. Appeals are considered only when correcting the issue would result in a change to a overall or domain scaled score.

Districts and charter schools may appeal an overall rating, a domain rating, a campus overall or domain rating, or a determination of consecutive years of unacceptable performance.

### Quick Reference: Before You Submit an Appeal

Use this section to determine whether an issue is likely appropriate for appeal before preparing the appeal packet.

| An Appeal May Be Appropriate If                                                                                            | An Appeal Is Generally Not Appropriate If                                                                                             |
|----------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------|
| The issue involves a data or calculation error attributable to TEA, an Education Service Center (ESC), or a vendor.        | The issue resulted from data inaccurately reported by the district or charter school.                                                 |
| The issue is specific, verifiable, and supported by official documentation (see documentation requirements below).         | The district or charter school missed an available correction or resubmission window.                                                 |
| A natural disaster, special campus circumstance, or other documented unique situation affected the accountability outcome. | The appeal is based on circumstances that are not supported by documentation or did not materially affect the accountability outcome. |
| The documentation demonstrates how the issue affected the accountability outcome.                                          | The appeal requests an exception to established accountability rules or statewide methodology.                                        |
| Correcting the issue would result in a change to the overall scale score and/or a domain scaled score.                     | The requested correction would not change the scaled score or accountability rating.                                                  |

**Important:** The appeals process cannot be used to correct district or charter school reporting errors or missed correction opportunities. Appeals should be limited to issues attributable to TEA, an ESC, or a vendor.

### Accountability Appeals Timeline

Districts and charter schools seeking to appeal a 2026 accountability rating must adhere to the timelines established by the Texas Education Agency. Key dates are summarized below.

| Date                                  | Milestone                                                                                              |
|---------------------------------------|--------------------------------------------------------------------------------------------------------|
| <b>August 12, 2026</b>                | Preliminary accountability ratings released in TEAL; appeals window opens.                             |
| <b>August 12-September 11, 2026</b>   | Appeals submission period, including Intent to Appeal registration and submission of appeal materials. |
| <b>September 11, 2026 (5:00 p.m.)</b> | Deadline for submission of appeals. Late submissions are not accepted.                                 |
| <b>Prior to December 11, 2026</b>     | Appeal determination letters provided to districts and charter schools that submitted an appeal.       |
| <b>December 11, 2026</b>              | Final accountability ratings released, reflecting approved appeal outcomes.                            |

**Note:** Appeals must be submitted by the stated deadline. Late submissions are not accepted.

## Appeal Requirements and Submission Checklist

Successful appeals generally include each of the following elements:

- A specific and verifiable issue clearly identified in the appeal letter.
- Evidence that the issue is attributable to TEA, an ESC, or a vendor.
- Supporting documentation from official data sources, such as applicable PEIMS records (PDM reports, assessment records), correspondence, validation records, or other relevant documentation that substantiates the appeal claim.
- Revised calculations showing how the issue affected the scaled score and accountability rating.
- A clear explanation of the requested correction.
- Documentation submitted at the time of the appeal packet upload.

Use this checklist to ensure the appeal packet is complete before submission.

| ✓                        | Requirement                                                                                                                                       |
|--------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> | Appeal submitted within the TEA appeal window (August 12 <sup>th</sup> to September 11 <sup>th</sup> ). <b>Late submissions are not accepted.</b> |
| <input type="checkbox"/> | Intent to Appeal submitted through the TEAL Accountability application.                                                                           |
| <input type="checkbox"/> | Formal appeal letter prepared on official district or charter school letterhead.                                                                  |
| <input type="checkbox"/> | Superintendent or charter school chief executive officer signature included.                                                                      |
| <input type="checkbox"/> | Accountability year being appealed identified.                                                                                                    |
| <input type="checkbox"/> | District or campus name and ID number included.                                                                                                   |
| <input type="checkbox"/> | Clear issue description and requested correction provided.                                                                                        |
| <input type="checkbox"/> | Specific rating, domain, indicator, or determination being appealed identified.                                                                   |
| <input type="checkbox"/> | Explanation demonstrates the issue is attributable to TEA, an ESC, or a vendor.                                                                   |
| <input type="checkbox"/> | Supporting documentation aligned to official TEA data sources included.                                                                           |
| <input type="checkbox"/> | Student-level documentation aligns with PEIMS submissions or assessment records, if applicable.                                                   |
| <input type="checkbox"/> | Calculations demonstrate the impact on the scaled score and accountability rating.                                                                |
| <input type="checkbox"/> | Appeal packet uploaded through the Qualtrics Appeal Transmission Form available in TEAL Accountability.                                           |

## Common Appeal Examples

The examples below are intended to help districts and charter schools determine whether an issue is generally appropriate for appeal.

| Example                                                                                                    | Generally Eligible for Appeal? | Reason                                                                                                                                       |
|------------------------------------------------------------------------------------------------------------|--------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------|
| TEA calculation error                                                                                      | Yes                            | The issue is attributable to the agency and may affect the accountability outcome.                                                           |
| Testing contractor submission error                                                                        | Yes                            | The issue is attributable to a vendor and may affect the accountability outcome.                                                             |
| Natural disaster, or other documented circumstance beyond district control affecting assessment submission | Yes                            | The appeal includes evidence that an extraordinary event outside the district's control prevented timely assessment submission or processing |
| District reported incorrect graduate data                                                                  | No                             | The appeals process may not be used to correct district-reported data errors.                                                                |
| Missed PEIMS Submission, Resubmission or Working Submission Window                                         | No                             | The district or charter school had an opportunity to correct the data during an established window.                                          |
| Request to change accountability methodology                                                               | No                             | Appeals may not be used to modify commissioner-adopted accountability                                                                        |

| Example                                    | Generally Eligible for Appeal? | Reason                                                                                                                             |
|--------------------------------------------|--------------------------------|------------------------------------------------------------------------------------------------------------------------------------|
| Request to waive intervention requirements | No                             | calculations or methodology.<br>Requests to waive intervention requirements are not allowable appeals of an accountability rating. |

## Documentation Requirements by Appeal Type

Districts and charter schools should submit documentation that directly supports the issue being appealed and demonstrates the impact on the accountability rating.

| Appeal Type                                           | Required Documentation                                                                                                                                                           | Additional Notes                                                                                                                                                                                                              |
|-------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Special Campus Circumstances                          | Documentation demonstrating the special nature of a campus designed to serve a specific population.                                                                              | Examples may include campuses designed solely to serve students receiving transition services under an IEP or newcomer centers designed to serve unschooled asylees, refugees, or students with interrupted formal education. |
| Natural Disaster                                      | Evidence that the natural disaster disrupted operations and affected the data used for accountability.                                                                           | Examples may include school closures, student displacement, testing interruptions, or damage to facilities, technology systems, or records.                                                                                   |
| Missing Graduate Information attributed to TEA        | Student-level records and supporting documentation.                                                                                                                              | Documentation should identify the affected students and explain how the information affects the accountability calculation.                                                                                                   |
| Rescore Requests                                      | Evidence of rescore submission, documentation from the testing contractor, and student-level assessment records.                                                                 | Rescore requests must occur within the official rescore window. Late requests are not considered.                                                                                                                             |
| Issue Attributable to TEA, ESC, or Testing Contractor | Correspondence with TEA, the ESC, or the testing contractor; incident reports; emails documenting the issue; validation records; or other official records describing the issue. | Documentation must demonstrate that the issue is attributable to TEA, an ESC, or the testing contractor.                                                                                                                      |
| Online Testing Errors                                 | Documentation or validation of the administration of the STAAR or TELPAS assessment.                                                                                             | Documentation should support the specific online testing issue identified in the appeal.                                                                                                                                      |

## TSDS PEIMS CCMR Indicator Documentation Requirements

For CCMR-related appeals, all evidence must be based on TSDS PEIMS data and associated official PDM reports used in accountability calculations. Districts and charter schools should provide relevant student-level data, applicable PEIMS records, corresponding PDM reports, and documentation demonstrating the impact on the accountability rating.

The appeals process is not a permissible method to correct data that were inaccurately reported by the district or charter school. Appeals are denied when the issue could have been reviewed, verified, or corrected through an available PEIMS submission, resubmission, working submission, or CCMR Verifier window review process.

| TSDS PEIMS Data Used for CCMR Indicators                                                      | TSDS PEIMS Data Source                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | TSDS PEIMS PDM Report                                                                                                                                                                                                                                                                            |
|-----------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Graduate with Completed IEP and Workforce Readiness                                           | E0806 DiplomaType <ul style="list-style-type: none"> <li>04, 05, 54, or 55 with table C062</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Fall Leaver: Graduate roster by graduation type (PDM1-124-007).                                                                                                                                                                                                                                  |
| Graduate under an Advanced Diploma Plan and Identified as a Current Special Education Student | E0806 DiplomaType with table C062 <ul style="list-style-type: none"> <li>RHSP: 19, 22, 25, 28, or 31</li> <li>DAP: 20, 23, 26, 29, or 32</li> <li>FHSP: 34, 35, 54, 55, 56, or 57</li> <li>Texas-First: 40</li> </ul> E3089 DistingLevelAchievementGraduate <ul style="list-style-type: none"> <li>Value = True</li> </ul> E3021 EndorsementCompleted with table C332 <ul style="list-style-type: none"> <li>Value = 1, 2, 3, 4, or 5</li> </ul> Special Education <ul style="list-style-type: none"> <li>Regular attendance – Special Ed Mainstream: E0940</li> <li>Regular attendance – Special Ed: E0944</li> <li>Flexible attendance – Special Ed Mainstream: E1049</li> </ul> Flexible attendance – Special Ed: E1051 | Fall Leaver: Graduate roster by graduation type (PDM1-124-007).                                                                                                                                                                                                                                  |
| Complete and Earn Credit for a College Prep Course                                            | E3071 CourseCode <ul style="list-style-type: none"> <li>ELA: CP110100</li> <li>Math: CP111200</li> </ul> E0948 CourseSequence with table C135 <ul style="list-style-type: none"> <li>Value = 0, 2, 5, 9, D0, D2, D5, D9</li> </ul> E0949 CourseAttemptResults with table C136 <ul style="list-style-type: none"> <li>Value = 01 or 08</li> </ul> Completed in grade 11 or 12                                                                                                                                                                                                                                                                                                                                               | Summer Course Completion: Number of Students Completing Courses by Pass/Fail Indicator (PDM3-133-001); Extended Year Course Completion: Number of Students Completing Courses by Pass/Fail Indicator (PDM4-133-002).                                                                             |
| Earn Dual Course Credits                                                                      | E1011 DualCreditIndicator (indicates dual credit course) <ul style="list-style-type: none"> <li>Value = True</li> </ul> E1081 CollegeCreditHours (indicates number of hours earned) E0949 CourseAttemptResults with table C136 <ul style="list-style-type: none"> <li>Value = 01 or 08.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                         | Summer Course Completion: Students Completing Courses with Advanced/Dual Credit/Enrollment (PDM3-133-002); Student: Students with dual credit courses and college credit hours (PDM3-120-008); Extended Year Student: Students with dual credit courses and college credit hours (PDM4-133-001). |
| Earn an Industry-Based Certification and Complete an Aligned Program of Study                 | E1640 PostSecondaryCertificationLicensure with table C214 E1733 PostSecondaryCertLicensureResult with table C232 <ul style="list-style-type: none"> <li>Value = 01</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Summer Student advanced academic roster by grade (PDM3-120-010); Fall Student advanced academic roster by grade (PDM1-120-016).                                                                                                                                                                  |
| Earn an Associate Degree                                                                      | E1596 AssociateDegreeIndicator with table C235.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Fall Leaver: Graduate roster by graduation type (PDM1-124-007).                                                                                                                                                                                                                                  |

## Reasons an Accountability Appeal May Be Denied

Appeals may be denied when the issue results from district-reported data errors, missed correction opportunities, insufficient supporting documentation, failure to demonstrate an impact on the accountability rating, or requests that fall outside the permissible scope of the appeals process. Appeals submitted after the deadline will not be reviewed.

| Reason for Denial                                                | Explanation                                                                                                                     |
|------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------|
| District-reported data errors                                    | The appeals process cannot be used to correct data inaccurately reported by the district or charter school.                     |
| Missed data resubmission opportunities                           | Appeals based on data that could have been corrected during an available correction or resubmission window are denied.          |
| Requests for exceptions to accountability rules                  | Requests for special exceptions to accountability rules are generally viewed unfavorably and may be denied.                     |
| No impact on rating or scaled score                              | Only appeals that would result in a positive change to the scaled score and accountability rating are considered.               |
| Insufficient supporting documentation                            | All required supporting documentation must be submitted with the appeal.                                                        |
| Requests to waive school improvement requirements                | Waiver requests are not considered accountability rating appeals and are denied.                                                |
| Appeals of federal intervention designations                     | Comprehensive, targeted, and additional targeted support identifications may not be appealed.                                   |
| Late assessment rescore requests                                 | TELPAS and ECR rescore requests submitted after established deadlines are not considered.                                       |
| Requests to correct student or assessment data after deadlines   | Data corrections for student demographics, program participation, testing, and related data after deadlines are not considered. |
| Requests to change accountability calculations or methodology    | Appeals seeking changes to commissioner-adopted rules, calculations, or methodology are not considered.                         |
| Requests to include or exclude specific students or test results | Appeals seeking special treatment for specific students or assessment results are generally viewed unfavorably.                 |
| Campus configuration decisions made locally                      | Appeals based on district-controlled campus configuration decisions are generally denied.                                       |
| Requests to assign a new campus a Not Rated label                | Requests for Not Rated status solely because a campus is in its first year of operation are viewed unfavorably.                 |
| District proportional ratings appeals                            | Requests to exempt districts from proportional rating calculations are viewed unfavorably.                                      |
| Late submission of an appeal                                     | Appeals submitted after the established deadline are denied.                                                                    |
| Distinction designation appeals                                  | Distinction designation decisions cannot be appealed.                                                                           |
| Requests to waive intervention requirements                      | Requests to waive intervention requirements are not considered accountability rating appeals and are denied.                    |

## Final Submission Review

### Before submitting the appeal packet, confirm that:

- ☐ The issue is attributable to TEA, an ESC, or a vendor or another documented special circumstance that affected the accountability outcome.
- ☐ All supporting documentation is included in the appeal packet.
- ☐ Calculations demonstrate that the issue affects the scaled score and accountability rating.
- ☐ The appeal is submitted within the appeal window.
- ☐ The appeal packet is uploaded through the Qualtrics Appeal Transmission Form available in TEAL Accountability.

## Additional Information

Please refer to [Chapter 8 – Appealing the Ratings](#) in the *Accountability Rating System Manual*, as well as the [Appeals Process and Timeline](#) for more information. For additional questions please contact [Performance Reporting - Welcome to the TEA Help Desk](#)

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