

Clarification Process for Districts reporting less than 100% compliance in data collections for State Performance Plan Indicator 13

1. TEA returns data to the District after SPP application close date.
2. District Certifier receives email notification of returned data.
3. District Certifier reviews district and student level data. If data entry error is identified (inaccurate data was submitted) proceed to Section 1: Clerical Error Correction Process. If data entry is correct (accurate data was submitted) proceed to Section 2: Indicator Compliance Corrections Clarification Process. *(In order to access student records for clerical error corrections and/or indicator compliance corrections the certifier must first return the campus. Once the campus is in LEA return status corrections and/or clarifications may be completed for students identified on that specific campus.)*

Section 1: Clerical Error Correction Process

1. District Certifier accesses the Data Entry screen; and
 - a. browses the student names
 - b. selects the appropriate student
 - c. applies correction data
 - d. completes the Explanation field with details about the correction
 - e. repeat process for each student where data is found to contain clerical errors
2. After correcting all clerical errors, District Certifier proceeds to Additional Information section; and
 - a. indicates yes or no of whether there is need to provide clarification [**NOTE:** for data containing both clerical errors and accurate data that did not meet indicator compliance requirements, the District Certifier should check “Yes, I have clarifications.....” See Section 2: Indicator Compliance Corrections Clarification Process]
 - b. clicks the Save button
 - c. access the Campus Admin screen to make assurances and submit
 - d. access the District Admin screen to review and consent to the Assurance statements and the Certification statement by checking each box (required)
3. District Certifier must click the Certify button to submit the updated district data to TEA by the clarification close date.

Section 2: Indicator Compliance Corrections Clarification Process

1. District Certifier accesses the Data Entry screen and indicates “Yes, I have clarifications.....”, and provides clarification by completing the student data fields **only** if the district feels it can demonstrate correction of the indicator compliance requirements under Prong 1 and Prong 2 criteria.
2. Clarification is provided **only** for each instance (student) where the indicator compliance requirement was completed, although late.
3. District Certifier completes the following as appropriate;
 - a. click the Save button after completing each student data field
 - b. click the Expand button to review all clarification entries
 - c. edit data and re-save entry if necessary
 - d. access the Campus Admin screen to make assurances and submit
 - e. access the District Admin screen to review and consent to the Assurance statements and the Certification statement by checking each box (required)
4. District Certifier must click the Certify button to submit the updated district data to TEA by the clarification close date.