

Clarification Process for LEAs Reporting Less than 100% Compliance State Performance Plan Indicator 13

1. TEA returns data to the LEA after the SPP application close date.
2. LEA Certifier receives email notification of returned data.
3. LEA Certifier reviews LEA and student-level data.
 - If the certifier identifies a data entry error (inaccurate data was submitted), proceed to Section 1: Clerical Error Correction Process.
 - If the data entry is correct (accurate data was submitted), proceed to Section 2: Indicator Compliance Corrections Clarification Process.

Note: 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. LEA 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 with clerical errors found in data
2. After correcting all clerical errors, LEA Certifier proceeds to Additional Information section; and
 - a. indicates yes or no of whether there is a need to provide clarification
NOTE: For data containing both clerical errors and accurate data that did not meet indicator compliance requirements, the LEA 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 LEA Admin screen to review and consent to the Assurance statements and the Certification statement by checking each box (required)
3. LEA Certifier must click the Certify button to submit the updated LEA data to TEA by the clarification close date.

Section 2: Indicator Compliance Corrections Clarification Process

1. LEA Certifier accesses the Data Entry screen and indicates "Yes, I have clarifications....", and provides clarification by completing the student data fields **only** if the LEA 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. LEA Certifier completes the following action 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 LEA Admin screen to review and consent to the Assurance statements and the Certification statement by checking each box (required)
4. LEA Certifier must click the Certify button to submit the updated LEA data to TEA by the clarification close date.