

Clarification Process for LEAs Reporting Less than 100% Compliance State Performance Plan Indicators 11 and 12

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 level data.
 - If the certifier identifies a data entry error (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.

Section 1: Clerical Error Correction Process

1. LEA Certifier accesses the Data Entry screen and
 - a. applies correction data
 - b. completes the Explanation field with details about the correction
2. After correcting all clerical errors, LEA Certifier
 - a. selects yes or no to indicate if 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.
NOTE: If the certifier selects 'no' in step 2.a., then clicking save will connect the user to the Certification statement (required) if the certifier selects 'yes' in step 2.a., then clicking save will connect the user to the LEA Admin and Data Clarification screen.
 - c. reviews and consents to the Certification statement (required).
NOTE: No other statements or checkboxes are visible on the screen.
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 LEA Admin screen and provides clarification by completing the student data fields **only** if the LEA 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. LEA 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. 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.