

Teacher and Principal Survey Roster Verification for Educator Preparation Programs

Beginning with the current 2018-2019 reporting year, TEA is implementing a new process to allow EPPs the option to verify the Principal Survey and Teacher Survey rosters used in ASEP calculations. This process is based on feedback from EPPs during the 2017-2018 reporting year. EPPs will have the opportunity to systematically:

- Review their principal and teacher survey rosters prior to TEA analysis
- Request exceptions for the exclusion of individuals from the data sets used for calculating the performance metrics for ASEP Indicator 2 and ASEP Indicator 5

Process for Survey Roster Review and How to Submit a Request for Exception (RFE) Form:

1. EPPs will receive a secure email from TEA with 2 attachments: a teacher survey roster and a principal roster.
2. EPPs will review their rosters and identify any individuals that should be excluded from the roster data set(s). EPPs will then provide information about the identified individuals on a request for exception form(s).
3. RFE forms can be obtained from the [TEA Program Provider Resources](#) webpage. These forms will be posted in mid-July.
4. After completing the RFE form, using the form instructions, the EPP representative will submit the form to their assigned program specialist via email, or, if available, through a help desk ticket on or before August 16.
Exception requests received after the deadline will not be accepted.

Timeline:

June 16 – July 18:	TEA downloads and processes roster information
July 19:	Rosters and links to exception forms emailed to EPPs
August 16:	Exceptions forms due to TEA
August 17 – Mid-October:	TEA retrieves and processes survey data and calculates results
Mid-October:	TEA returns complete, identified survey data sets to EPPs

Notes:

- LEA Human Resources professionals, Principals, and Teachers verify the assignment information and employment status; this is not the responsibility of the EPP.
- Exception requests will be verified by TEA staff and are expected to be rare.
- EPPs are not required to review their rosters or submit exception forms: this process is being provided based on EPP request.
- The 4-week timeline for roster verification was recommended by the EPP Data Workgroup.
- EPPs will receive the data used for the calculation of ASEP Indicator 2 and ASEP Indicator 5 following the processing of the data. No Public Information Request (PIR) will be required to retrieve this information.
- Questions about this process should be directed to Mark.Olofson@tea.texas.gov and Betty.Flores@tea.texas.gov.

Teacher and Principal Survey Process

TEA is implementing EPP-suggested updates to improve the processing of data for ASEP Indicator 2-Appraisal of First-year Teachers by Administrators (Principal Survey) and Indicator 5-Appraisal of New Teachers (Teacher Survey) starting with 2018-19 Academic Year data.

