**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.

July 1, 2019
# 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.

<table>
<thead>
<tr>
<th>Prior to April 1st</th>
<th>April 1 – June 15</th>
<th>June 16 – July 18</th>
<th>July 19 – Aug. 16</th>
<th>Aug. 17th</th>
</tr>
</thead>
<tbody>
<tr>
<td>TEA identifies 1st-year teachers and new teachers using ECOS and PEIMS data — initial survey rosters</td>
<td>District level staff validate information; drop/add/remove</td>
<td>TEA retrieves and processes roster data</td>
<td>TEA distributes survey roster data to EPPs for review</td>
<td>TEA processes all requests for exceptions, cleans data and finalizes results for ASEP indicator calculations</td>
</tr>
<tr>
<td>Campus level staff/principals validate information; drop/add/remove</td>
<td>Respondents verify eligibility/ineligibility and complete surveys</td>
<td>EPPs validate survey roster data and submit to TEA teacher and/or principal request for exception forms</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**NEW in 2018-19**

Survey includes screening questions to determine eligibility — a respondent can opt out of participation.

Principal Survey requires that the principal verify that the teacher is teaching in the area prepared for, was employed for 5 months and works for the school/district.