2021–22 Data Collection Overview

The main steps for implementation of the Extra & Co-Curricular (ECC) data collection process are provided below. All estimates of the time required are based on the use of TEA materials; use of local materials may impact the time necessary for the process.

August – September

- District leadership designates district ECC coordinator(s) who will participate in TEA ECC Training and oversee the process for the district. (1–2 hours)
- The district ECC coordinator designates campus ECC coordinators, establishes district data submission process, and provides training to campus ECC coordinators. (2 hours)
  - *Note: Depending on district size, the district ECC coordinator may also serve as a campus ECC coordinator and/or work in conjunction with other district level staff to provide guidance to campus ECC coordinators and sponsors.*
- Campus ECC coordinators identify campus staff responsible for ECC activities (ECC sponsors), provide training, and ensure all campus ECC sponsors have the necessary forms (TEA or local forms) and student information to set up the data collection process prior to the beginning of the collection period. (1–2 hours)
- Campus ECC sponsors attend training as determined by the district and set up their data collection form according to TEA guidance and district requirements. (1–2 hours)

October – May

- Each campus ECC sponsor enters student participation according to the ECC Manual and district guidelines, approximately once a month. The time required for data entry varies depending on the number of students in the organization and activities to be recorded. (30 minutes per month/average)
- Campus/district ECC coordinators respond to questions and ensure timely entry of student data by sponsors. The time required varies depending on district size, needs, and resources. (1 hour per month/average)

May – June

- Campus ECC sponsors complete entry of student participation data, determine qualifying participation, and submit completed data to campus/district coordinator according to district process. (1–2 hours)
- Campus ECC coordinators compile student participation data submitted by ECC sponsors, verify student identification data, and submit campus data to the district ECC coordinator. (2–3 hours)
- The district ECC coordinator compiles campus participation data in preparation for submission to the TEA. (3–4 hours)
- The district ECC coordinator submits district ECC data to the TEA via Qualtrics link. (<1 hour)

Average Time Requirements

District (only) ECC coordinator = 2 hours per month
Campus (only) ECC coordinator = 1.5 – 2 hours per month
Combined campus and district ECC coordinator = 2 – 3 hours per month
Campus ECC sponsor = <1.5 hours per month