Directions for Step Two: Data Submission

Once the district receives TEA approval, the next step is to submit district data to Texas Tech University (TTU). Within two business days of TEA step one system approval, TTU will send the a Secure File Transfer Protocol (SFTP) link. **Do NOT email data files.**

1. Download and complete the following files in Microsoft Excel version 2007 or later. Please read the instructions carefully to avoid data entry errors.

    o   **File #1: Designated Teacher Information Data** (.xlsx)

        ▪   To be completed only for designated teachers (Recognized, Exemplary, and Master)

        ▪   Teachers must be employed by the district in the 2019-2020 school year and meet eligibility requirements for designation

    o   **File #2: Teacher Observation and Student Growth Data** (.xlsx)

        ▪   Data from the 2018-2019 school year
        ▪   To be completed for all teachers in eligible teaching assignments
        ▪   Includes teachers who may no longer be employed by the district
        ▪   If you are using a teacher observation rubric other than T-TESS, please contact TTU at tia@ttu.edu for a customized Teacher Observation and Student Growth Data file.

2. Along with the above, provide the following in a Word (.doc) or PDF document:

    o   **File #3: Growth Calculation Description** (.docx or .pdf)

        ▪   A description of how the district calculated student growth for each measure type (e.g. VAM, SLOs, Portfolios, Pre-Post Tests)
        ▪   Descriptions and explanations of potential skew in the data (if any)

3. Compress (zip) the files (1. Designated Teacher Information Data, 2. Teacher Observation and Student Growth Data, and 3. Growth Calculation Description) and name the compressed file "DistrictName_Year" (e.g. FlowerISD_2020).

4. Upload the compressed file using the Secure File Transfer Protocol (SFTP) link. For Cohort A, the due date is June 1, 2020. **Do NOT email data files.**

5. Once TTU receives the data submission, it will perform analysis to verify the district designations and report findings to TEA.

6. In the event of an incomplete submission, TEA will contact the district to arrange for the transfer of missing information.

For technical assistance with data submission, please contact Fazil Mohammed at tia@ttu.edu .