

As part of the College, Career, and Military Readiness (CCMR) indicator, districts can submit a completed DD Form 4 (DDF4) as evidence of a student’s enlistment in the U.S. Armed Forces or Texas National Guard. The process for submitting this information will be handled through TEAL. Only district staff with TEAL Accountability access will be able to interact with the submission portal.

Phase 1 – Collecting and Compiling DDF4s

Districts are strongly encouraged to establish a district process for collecting and securely storing the DDF4 for each applicable student. A sample DDF4 is available here: [U.S. Armed Forces Enlistment Document](#)

As a reminder, because CCMR is a lagging indicator, the data from the current school year is not included in accountability calculations until the following year. For example, CCMR data for students who graduated in the 2023-24 school year are included in the 2025 accountability year. For 2025 accountability, DDF4s for students who graduated in the 2023-24 school year must provide proof of military enlistment on or before December 31, 2024.

The chart below includes information about data options for the 2024-25 Military Enlistment indicator as referenced in the [2025 Accountability Manual | Texas Education Agency](#)

Other Data for College, Career, and Military Readiness	2025 Accountability Reported as of
ACT college admissions test	Tests from grade 9 through July 2024 administration
AP examination	Tests from grade 9 through May 2024 administration
IB examination	Tests from grade 9 through May 2024
TSI assessment	Tests from June 2014 through October 2024 administration
SAT college admissions test	Tests from grade 9 through June 2024 administration
OnRamps dual enrollment course completion	Courses completed from grade 9 through 2023-24 school year
Level I and level II certificates	Certificates earned from grade 9 through 2022-24 school year
Military Enlistment	Department of Defense (DoD) Form 4 (DDF4) Submissions from LEAs for military enlistment as of December 31, 2024 only from students in grade 12 during the 2023-24 school year.

Districts are responsible for ensuring that each DDF4 is complete and includes the student information necessary for TEA to match the student in PEIMS. When saving the collected DDF4, districts need to use a consistent naming protocol for all student files. The recommended options for naming are:

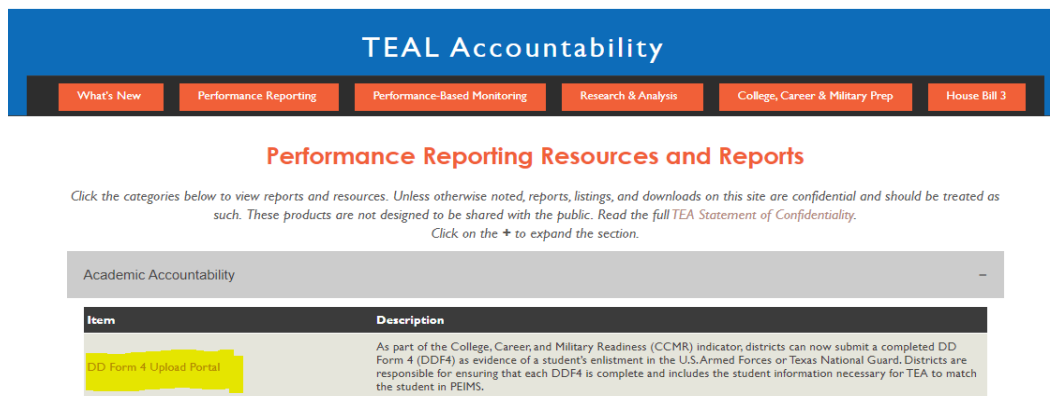
- LastName.FirstName_TSDS#
- DD4_TSDS#
- FirstInitial.LastInitial_TSDS#

Phase 2 – Submitting DDF4 Files

In the Spring following the December enlistment deadline, the district will submit the collected DDF4 files through the TEAL Accountability Military Enlistment portal using the following steps:

Step 1: First, sign into TEAL, access the designated tab, and then download the Student Listing. For 2025 accountability, the Student Listing will include all students in grade 12 during the 2023-24 school year.

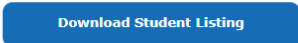
The DD Form 4 Upload Portal can be accessed through the Performance Reporting tab.



Then, download the Student Listing for **2025 Military Enlistment**

The Texas Education Agency (TEA) is updating the College, Career, and Military Readiness (CCMR) methodology to include [military enlistment](#) as an indicator of academic accountability and CCMR Outcomes Bonus calculations. TEA will now allow districts to submit a completed DD Form 4 as proof of a student's enlistment in the U.S. Armed Forces or Texas National Guard. For 2023 annual graduates, this documentation must be securely uploaded following the steps below during the designated submission window (!!!!!Insert Timeframe here!!!!) to receive CCMR credit for 2024 accountability.

Step 1: Download Student Listing



Step 2: Update the Student Listing by entering the name of the saved DDF4 file for each student in column A and then save the updated Student Listing using the same file name as the original download. Districts may wish to save throughout the process, such as after uploading a small group of students. **Please note: It is very important that no changes are made to the format of the spreadsheet or to the column headers.** Districts may choose to delete the names of students who did not enlist in the military, but it is not required.

ENLISTED_DD4_File_Name	Campus Name	Campus #	Student Name	SEX	DOB	Student ID	TSDS	Local ID	DD4ID
	EXAS HS	123456789	ROCKETT, DAVID	M	08/20/2005	222222222	78543211	222222222	156789_9876543211
	EXAS HS	123456789	ROCK, SAMUEL	M	08/20/2005	111111111	78543210	111111111	789_9876543210
	EXAS HS	123456789	ROCK, ANN	F	08/20/2005	555555555	78543214	555555555	789_9876543214
	EXAS HS	123456789	ROCK, JUAN	M	08/20/2005	444444444	78543213	444444444	789_9876543213
	EXAS HS	123456789	ROCK, WILLIAM	M	08/20/2005	333333333	78543212	333333333	789_9876543212

Add DDF4 file names to Column A for students in Column D

Step 3: After all student files have been entered and saved, create a compressed (zip) file with the entire district submission of DDF4 files. The maximum allowable size for each compressed file is 16MB. Larger districts may need to create multiple compressed files. If multiple files are needed, please add 1, 2, 3, etc. to the end of each compressed file name for clarity. Please note: It is very important that the file name for each DDF4 in the compressed file matches the file name entered for the applicable student.

Step 4: First, upload the updated Student Listing (created in Step 2) then, upload the compressed file(s) (created in Step 3) Please remember the compressed files must be a maximum of 16MB.

Step 4: Upload Files

- Select the **updated student listing** (.xlsx) of students to upload (file saved in step 2).
 ccmr_dd4_001902 (3).xlsx
- Select the **compressed file(s)** (.zip) containing PDFs of each student's DD4 form (file saved in step 3). Each file must be smaller than 16MB.
 2023 DDF4 T...igh School.zip
- Upload selected files

Upload Files

Following the upload, check the message to confirm the file name, file size, and whether each file upload was successful.

ccmr_dd4_001902.xlsx was uploaded successfully. Size: 0.01MB
 2023DDF4TXHS.zip was uploaded successfully. Size: 0.76MB

Please allow adequate time before the deadline to submit the required data. If you experience any issues during the DDF4 submission, please contact the TEA Performance Reporting Division. For the fastest response, please email performance.reporting@tea.texas.gov or you may leave a message at 512-463-9704.