

As part of the College, Career, and Military Readiness (CCMR) indicator, districts can now 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 2022-23 school year will be included in the 2024 accountability year. For 2024 accountability, DDF4s for students who graduated in the 2022-23 school year must provide proof of military enlistment on or before December 31, 2023.

From Chapter 1 of the [2024 Preliminary Accountability Manual \(texas.gov\)](#)

Other data used for College, Career, and Military Readiness	Data for 2024 accountability reported for examinations taken as of
ACT college admissions test	Tests from grade 9 through July 2023 administration
AP examination	Tests from grade 9 through May 2023 administration
IB examination	Tests from grade 9 through May 2023
TSI assessment	Tests from June 2013 through October 2023 administration
SAT college admissions test	Tests from grade 9 through June 2023 administration
OnRamps dual enrollment course completion	Courses completed from grade 9 through 2022-23 school year
Level I and level II certificates	Certificates earned from grade 9 through 2022-23 school year
Military Enlistment	Department of Defense (DoD) Form 4 Submissions from LEAs for military enlistment as of December 31, 2023.

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. Here are the recommended options for naming:

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

Phase 2 – Submitting DDF4 Files

Each spring of the following school year, the district will submit the collected DDF4 files through the TEAL Accountability 2024 Military Enlistment portal using the following steps:

Phase 2 (continued)

Step 1: First, sign into TEAL, access the designated tab, and then download the Student Listing. The Student Listing will include all students in grade 12 during the 2022-23 school year.

The DD Form 4 Upload Portal can be accessed through either the What’s New tab or the Performance Reporting tab.

TEAL Accountability

What's New Performance Reporting Performance-Based Monitoring Research & Analysis College, Career & Military Prep House Bill 3

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New Items

The following items are available to view:
 DD Form 4 Upload Portal (posted April 5, 2024)

or

TEAL Accountability

What's New Performance Reporting Performance-Based Monitoring Research & Analysis College, Career & Military Prep House Bill 3

Performance Reporting Resources and Reports

Click the categories below to view reports and resources. Unless otherwise noted, reports, listings, and downloads on this site are confidential and should be treated as such. These products are not designed to be shared with the public. Read the full TEA Statement of Confidentiality. Click on the + to expand the section.

Academic Accountability

Item	Description
DD Form 4 Upload Portal	As part of the College, Career, and Military Readiness (CCMR) indicator, districts can now submit a completed DD Form 4 (DDF4) as evidence of a student's enlistment in the U.S. Armed Forces or Texas National Guard. Districts are responsible for ensuring that each DDF4 is complete and includes the student information necessary for TEA to match the student in PEIMS.

Then, download the Student Listing

TEAL Accountability

2024 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

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	02/25/2025	222222222	9876543211	222222222	156789_9876543211
	EXAS HS	123456789	ROCKON, SAMUEL	M	02/25/2025	111111111	9876543210	111111111	789_9876543210
	EXAS HS	123456789	ROCKS, ANN	F	02/25/2025	555555555	9876543214	555555555	89_9876543214
	EXAS HS	123456789	ROCKS, JUAN	M	02/25/2025	444444444	9876543213	444444444	89_9876543213
	EXAS HS	123456789	ROCKS, WILLIAM	M	02/25/2025	333333333	9876543212	333333333	89_9876543212

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).
Choose File | 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.
Choose Files | 2023 DDF4 T...igh School I.zip
- Upload selected files

Upload Files

Following the upload, districts will be taken to a page that displays the file name, file size, and whether each file upload was successful.

TEAL Accountability

2024 Military Enlistment

ccmr_dd4_001902.xlsx was uploaded successfully. Size: 0.01MB
 2023DDF4TXHS.zip was uploaded successfully. Size: 0.76MB
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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 at performance.reporting@tea.texas.gov or 512-463-9704.