

Guidelines

for the

Academic Excellence Indicator System

2008-09 Report

The following guidelines have been developed by the Division of Performance Reporting of the Texas Education Agency to help districts understand their responsibilities regarding the Academic Excellence Indicator System (AEIS) reports. Please read these guidelines carefully.

Texas Education Code Chapter 39 requires each district's board of trustees to publish an annual report that includes the AEIS report; campus performance objectives; a report of violent or criminal incidents; and, information received under Texas Education Code §51.403(e) from the Texas Higher Education Coordinating Board. The board of trustees shall hold a hearing for public discussion of the report, and they shall widely disseminate the report within the district.

- 1. Publishing an Annual Report.** The AEIS report comprises the main part of the district's annual report. Districts must publish the AEIS report in the format prepared by TEA. Apart from the AEIS report, districts must also include campus performance objectives (see item **2.** below), a report of violent or criminal incidents (see item **3.** below), and information received from the Texas Higher Education Coordinating Board (THECB) for each high school campus in the district (see item **4.** below). Districts may add narrative describing their schools; present additional data, charts, and diagrams; and give further explanation of the data prepared by TEA.

Of the materials provided by TEA to the district, those that must be made available to the public are: (1) the Performance and Profile sections for the district and for every campus in the district; and (2) the Campus Comparable Improvement Reports.

Beginning this year, the district AEIS report includes a new section titled, "Bilingual Education/English as a Second Language Report." For districts with bilingual and/or ESL data, this section, Section III, follows the Profile section. All three sections are required to be published. Campus reports do not have Section III.

It is also helpful to provide a copy of the *AEIS Glossary*. Where appropriate, the Spanish version *Glosario* should be made available. The English version of the *Glossary* will be available by December 3, 2009, concurrent with the public release of the AEIS. The Spanish translation will follow in January. Other materials provided by TEA, such as these *Guidelines*, are for district or campus use only.

To access, save, and print your AEIS reports, log onto the Texas Education Agency Secure Environment (TEASE) website at:

<https://seguin.tea.state.tx.us/apps/logon.asp>

This search site is designed for district use only and provides the basic materials districts need to comply with the mandated publication requirements of the AEIS. See items 6. and 7. below for details on how to access and print reports off the TEASE site. Note that on December 3, 2009, all 2008-09 AEIS information will be made available to the public online at:

<http://ritter.tea.state.tx.us/perfreport/aeis/2009/index.html>

2. **Campus Performance Objectives.** *Texas Education Code* §11.253 requires that each campus improvement plan set objectives based on the AEIS report and periodically measure progress toward the performance objectives. These objectives must be approved by the local board of trustees and must be included in the published AEIS report.
3. **Report on Violent or Criminal Incidents.** Texas statute requires every district to publish a report on violent or criminal incidents at their schools. This report is meant to be available for use and review by the public in the district; a copy does **not** need to be sent to TEA. It is a local responsibility to determine the format of this report and publish it. The content of the report should reflect the requirements in *Texas Education Code Chapter 39*. These requirements read, in part:
 - (a) The annual report must . . . include:
 - (4) a statement of the number, rate, and type of violent or criminal incidents that occurred on each district campus, to the extent permitted under the Family Educational Rights and Privacy Act of 1974 (20 U.S.C. Section 1232g);
 - (5) information concerning school violence prevention and violence intervention policies and procedures that the district is using to protect students;
 - (6) the findings that result from evaluations conducted under the Safe and Drug-Free Schools and Communities Act (SDFSCA) of 1994 (20 U.S.C. Section 7101 et seq.).

For clarification on information related to the SDFSCA, please contact Carolyn Smyrl, Program Administrator for Safe and Drug-Free Schools and Communities (SDFSC) at 512-463-3070. For questions about violent or criminal incident information as reported on the PEIMS 425 Record, please contact Leslie Smith, Program Specialist on Chapter 37 at (512) 463-3070.

4. **Reports of Student Enrollment and Academic Performance.** Texas statute (TEC §51.403) requires every district to include with its AEIS report a report on student performance in postsecondary institutions during the first year enrolled after graduation from high school. The Texas Higher Education Coordinating Board (THECB) posts this data (*Annual Texas Success Initiative Texas Higher Education Assessment/Alternative (THEA/A) Test Report of Student Performance*) on its website at:

<http://www.txhighereddata.org/Interactive/HSCollLink.cfm>

The *Reports on Academic Performance* is the fifth item in the list of links in the center of the page. Pick the most recent year's link. The first page of this document describes the data. Please read that page to understand what is reported.

School districts are listed by county. The file has alphabetical bookmarks for the first letter of each county name. Pick the appropriate letter for the county of interest. Then click on the document and scroll or "page down" to the school district of interest.

To comply with statutory requirements, find the information for your district, print it, and include it with the published AEIS report. Explanations from the report's first page may be a useful addition to your published AEIS report.

Data in the *Report on Academic Performance* is given for individual high schools with more than 25 students; however, districts are not required to report GPA results for individual high schools. If you choose to report only district level data, sum the individual high school data. If data for a district are masked due to small numbers of students, districts should still publish their section of the report, showing the masked data, just as they would publish any data that are masked in the AEIS report. Questions about accessing these reports should be directed to the THECB at (512) 427-6213.

5. **Public Hearings.** A hearing for public discussion of the annual report must be held within 90 calendar days from November 17, 2009 (the release date to superintendents on TEASE). The winter holiday does not count toward the 90 days. Parents and property owners must be notified of the hearing. State law stipulates that notification **MUST** include "notice to a newspaper of general circulation in the district and notice to electronic media serving the district." This notice can be in the form of a press release or other announcement, but it must be made available to local print and electronic media (*i.e.*, newspaper, radio, and television). It must clearly state the date, time, and place of the hearing and explain the nature of the hearing. The hearing may be combined with a regularly scheduled meeting of the local board of trustees, but must be held at a reasonable time, when parents and taxpayers can attend. Within two weeks after the hearing, the AEIS report must be widely disseminated within the district.
6. **How to Access the Reports.** The TEA-generated AEIS reports are available on the Texas Education Agency Secure Environment (TEASE) website, as of November 17, 2009. Every superintendent should have a logon to this site, or have a designated staff member with access to the site. The reports will be added to the public site later in the month.
7. **How to Print the Reports.** On the TEASE site, AEIS reports are only available as Portable Document Format (PDF) files.
 - a) Once on the AEIS site on TEASE, the search page allows for searches of sets of reports: A) the Comparable Improvement reports; B) the district AEIS report; and C) the campus AEIS reports. Because only your district is made available to you through the TEASE site, there is no need to enter your district name or number.
 - b) These reports are generated upon request. If you are a large district, or have a slower internet connection, you may experience a wait for the reports. If the reports do not run successfully for you, please contact the Division of Performance Reporting at (512) 463-9704.

- c) It is recommended that you save your AEIS reports onto your own computer or a removable disk or drive. This will give you instant access to the reports, and not leave you dependent on your secure internet connection. You can save a report from the Acrobat window by clicking on the “disk” icon. See the *help page* for greater detail on how to save reports.
- d) When running C), the AEIS reports for campuses, you have two choices: either to select all campuses, or a third of the campuses at a time. With a fast internet connection, a full set of campus reports can be run quickly for almost all districts (the first choice).
- e) Once you have the reports open on your computer, you are ready to print. The reports have been designed to allow for double-sided printing. Blank pages have been added — after the cover page and at the end of every campus report that has an odd number of pages.

8. Disseminating the Report. Disseminating the report can be accomplished by directing readers to the agency’s AEIS website or to your local website. To accommodate members of the public without internet access, a copy of the full AEIS report should be posted to at least one public place such as each school office, local businesses, and/or public libraries. Districts may also opt to distribute copies through mailings or via students. The district is responsible for finding the most efficient and cost-effective method of making the annual AEIS reports available to the public.

9. Requirement for Notice. *Texas Education Code Chapter 39* requires that districts post the most current AEIS reports on the district website by the 10th instructional day of the school year. While this statute does not require that the district website be updated with the latest AEIS reports following the 10th instructional day of the year, districts are strongly encouraged to make the 2008-09 reports available to the public on your own website. With the PDF version of the reports, this can be done easily. TEA’s public website will have the AEIS reports online (as HTML as well as PDF) by early December. For more information on this requirement, see our FAQ at:

http://ritter.tea.state.tx.us/perfreport/3297_faq.html

10. Making Changes to Data: By the time AEIS reports are generated, it is too late for districts to correct any data printed on the reports. Corrections to PEIMS data used in the AEIS report must be made using the procedures described in the *PEIMS Data Standards*, well ahead of the time the AEIS reports are generated by TEA. The submission and resubmission period for PEIMS (Submission 1) was roughly from November 2008 through mid-January 2009. For changes to the TAKS results, college admissions test data, Advanced Placement tests, or International Baccalaureate tests, corrections must be handled through the appropriate testing contractor. However, if there are discrepancies between the data that appear on the AEIS report and locally computed data, the district may add a statement explaining the discrepancies.

11. Publishing a Summary Report: In addition to publishing the full AEIS report and having it available publicly, the district has the option to produce a shortened or summarized report, showing performance on key indicators. This summary must clearly indicate where and how to obtain a copy of the full report. Note that the *School Report Card*, (available in mid-December 2009), provides such a summary at the school-level. (See item **15.** below)

12. Changes to this Year's AEIS:

- **TAKS Met 2009 Standard with TPM:** This indicator shows the percent of students who either met the passing standard or are projected to meet the standard in the next high stakes grade based on the Texas Projection Measure (TPM). This new indicator is summed across grades but reported by subject. Only one year of data (2009) is shown.
- **TAKS-M Met 2009 Standard (Sum of All Grades Tested)** This is a new indicator for the campus, district, and region reports. On the 2007-08 AEIS reports, TAKS-Modified performance was reported at the state-level only. TAKS-M results are summed across grades and reported by subject for all five subjects and for “All Tests Taken.” Only one year, 2009, is shown.
- **TAKS 2010 Preview:** This indicator presents 2009 and 2008 performance built to reflect the changes that will be implemented for the TAKS base indicator in 2010. These are: a) the inclusion of all TAKS (Accommodated) results; b) use of the new vertical scale cut points for grades 3-8 reading and mathematics; c) use of only the first administration results for grade 3; and, d) the use of TAKS (Accommodated) results for the second administration of grades 5 and 8.
- **TAKS 2011 Preview:** This is the same as the 2010 Preview except that it also includes TAKS-M results for all tested grades and subjects.
- **TAKS-Alt Met 2009 Standard (2011 Preview):** This new indicator shows the percent of students passing the TAKS-Alternate tests, summed across both grades and subjects for 2009. This is a preview indicator in anticipation of the use of this measure in the accountability system in 2011.
- **Participation:** This name for this section has been simplified to “TAKS Participation.” The information for 2009 includes a new row for “Hurricane Ike” under both the “Tested” and “Not Tested” heading. This is a count of the students identified with the PEIMS Crisis Code. See the explanation in *Appendix E* in the *Glossary* for more information.
- **Student Success Initiative:** Two years of performance are available for *Students Requiring Accelerated Instruction* and *TAKS Cumulative Met Standard* for all the Student Success Initiative (SSI) grades and subjects. Two years are also available for *TAKS Failers Promoted by Grade Placement Committee*, and *TAKS Met Standard (Failed in Previous Year)* with the exception of grade 8.
- **English Language Learners (ELL) Progress Measure (2011 Preview):** Reporting of this measure resumes with the 2008-09 AEIS reports. The 2008-09 measure uses the TELPAS results and TAKS English reading results. One year of ELL progress is shown. This is a preview indicator in anticipation of the use of this measure in the accountability system in 2011. Therefore, all TAKS (Accommodated) results are included; and TAKS-M results are included. See *Appendix H* in the *AEIS Glossary* for more information.
- **“Mean” changed to “Average”:** The labels on the SAT/ACT Results indicator have changed from *Mean SAT Score* to *Average SAT Score* and *Mean ACT Score* to *Average ACT Score*. No change has been made to the methodology.

- **Section III: Bilingual Education/English as a Second Language Report (district only):** Changes to §TEC 39.051 passed during the 80th Legislative Session (2007) require districts to report performance for selected AEIS indicators disaggregated by bilingual and ESL instructional models. To accommodate this new requirement, a new section, *Section III*, has been added to district AEIS reports. Those districts without bilingual or ESL students will not have a *Section III* in their report. *Section III* is not created at the campus-level. Nine new columns are shown for three indicators required in statute. The indicators are the accountability base indicator, SSI indicators, and the Progress of Prior Year Failers. Districts are required to publish *Section III*.
- **TAKS Progress Measure:** The Texas Projection Measure has been incorporated into the indicator used for charter districts and alternative education campuses evaluated under Alternative Education Accountability (AEA) procedures.

13. Other Data Issues: In releasing these reports to the public and the media, districts are encouraged to include a copy of the *AEIS Glossary*. Districts may explain any discrepancies between locally-computed statistics and the values received from TEA. The following are some of the most commonly requested explanations for perceived discrepancies between state and local data. (Districts may wish to include any or all of these.)

- **Time frame:** The time of data collection varies from indicator to indicator. For example, test scores for the ACT and SAT may be from tests taken when graduating seniors were juniors, or even sophomores. Dates of data sources are given in the *AEIS Glossary*.
- **Static versus Dynamic Data Sources:** Most of the data provided are derived from collections compiled at a specific time to create an annual statistic. Districts may maintain cumulative or dynamic sets of similar information, which they may wish to provide locally. An example of this might be the cumulative number of recovered dropouts.
- **The “October” or “Accountability” Subset:** TAKS and TAKS (Accommodated) results are adjusted to account for student mobility. Only passing rates for students who were enrolled in the campus or district as of October 31, 2008 (for the spring 2009 test) were included in the AEIS reports. See the *AEIS Glossary* for a more complete explanation of which students are included in each of the TAKS indicators. Also see Table 4 in the *2009 Accountability Manual* for examples.
- **Masking:** Masking rules are applied to results of the TAKS tests in order to be in compliance with the federal Family Educational Rights and Privacy Act (FERPA). Other performance indicators are also masked, such as AP/IB and SAT/ACT results. For more information on masking rules and symbols, please see the graphic of a sample AEIS report provided in the *Glossary*.

14. Explanation to Parents and Staff: As previously mentioned (see item 5.), districts are required to notify parents (including anyone having lawful control of a student), property owners, and the local media of the AEIS hearing for public discussion. Beyond that, the superintendent may want to encourage principals to meet with staff to discuss their campus report; and, following public discussion, schedule presentations of the information at meetings of the local parent-teacher organization. The material TEA provides on this website is designed to provide all the basic information needed to understand the AEIS report.

15. School Report Card (SRC): The SRC will be released on the TEA website to districts by mid-December 2009. Schools are required to disseminate SRCs to parents or guardians within six weeks of receipt of the report card from TEA. More information regarding district and campus responsibility for disseminating the SRC is provided with the report card release.