

# Guidelines

## 2014–15 Texas Academic Performance Report

November 2015

The following guidelines are intended to help districts fulfill their legal responsibilities regarding the annual report of their educational performance and the Texas Academic Performance Report (TAPR). Please read these guidelines carefully.

These guidelines are not intended to be a substitute for districts' knowledge and full understanding of Texas Education Code §39.306 and §39.362 or 19 TAC, §61.1022 of the Texas Administrative Code.

The Texas Education Code (TEC), §39.306, requires each district's board of trustees to publish an annual report that includes the TAPR, district accreditation status, campus performance objectives, information on violent or criminal incidents, and information on the performance of the previous year's graduates in their first year of college, as reported by the Texas Higher Education Coordinating Board.

Each district's board of trustees must hold a public hearing to discuss the district's annual report within 90 days of receiving the TAPR on November 16, 2015 (winter break not included). Within two weeks following the public meeting, each district must widely publish its annual report, including posting it on the district website and other public places.

- 1. Annual Report** The TAPR comprises the main part of the district's annual report, and the TAPR must be published in the same format as provided by TEA. In addition to the TAPR, a district's annual report must include the PEIMS Financial Standard Reports, district accreditation status, campus performance objectives, a report of violent or criminal incidents, and information received from the Texas Higher Education Coordinating Board (THECB) for each high school campus. Each of these is described in greater detail below. Districts may include supplemental information, such as a narrative describing their schools; additional data, charts, and diagrams; or an explanation of the data prepared by TEA.

Districts are encouraged to provide a copy of the TAPR Glossary. The glossary provides definitions, describes methodologies, and lists sources for each data point in the TAPR. The glossary is posted on the TEA public website at the same time as the public release of TAPR; the Spanish version of the glossary is scheduled for release in January. Other materials provided by TEA, such as these guidelines, are intended for district or campus use but may be shared with the public.

- 2. PEIMS Financial Standard Reports (2013-14 Financial Actual Reports)** The financial section of the TAPR is provided by the Office of School Finance. These reports can be accessed from a link on the last page of the TAPR or at <http://tea.texas.gov/financialstandardreports/>.

For more information on the financial reports, please contact the Office of School Finance at (512) 463-9238.

- 3. District Accreditation Status** Each district annual report must include the 2014–15 accreditation status according to Texas Education Code §39.051. The accreditation statuses can be accessed online at <http://tea.texas.gov/accredstatus/>.

# Guidelines

## 2014–15 Texas Academic Performance Report

November 2015

4. **Campus Performance Objectives** Texas Education Code, §11.253, requires each campus to have an improvement plan with performance objectives and to measure progress toward meeting these objectives. Both the objectives of each campus and each campus' progress toward meeting those objectives must be included in the district's annual report.
5. **Report on Violent or Criminal Incidents** The annual report must include information about violent or criminal incidents that occur on each campus. Each district determines the format of its report but must include the following:
  - The number, rate, and type of violent or criminal incidents that occurred on each campus, to the extent permitted under the Family Educational Rights and Privacy Act
  - Descriptions of school violence prevention and violence intervention policies and procedures used to protect students
  - Findings from evaluations conducted under the Safe and Drug-Free Schools and Communities Act

For more information about the report of violent or criminal incidents, please see the Safe and Healthy Schools website at

[http://tea.texas.gov/Texas\\_Schools/Safe\\_and\\_Healthy\\_Schools/](http://tea.texas.gov/Texas_Schools/Safe_and_Healthy_Schools/).

6. **Student Performance in Postsecondary Institutions** Texas Education Code, §51.403(e), requires postsecondary institutions in Texas to report student performance during the first year of enrollment after high school graduation to the high school from which students graduated. Districts must include this information in the annual report.

The Texas Higher Education Coordinating Board (THECB) publishes a report listing this information for each high school in Texas (sorted by county and district) on its website at <http://www.txhighereddata.org/Interactive/HSCollLinkFilters/HSGradAcademicPerformance.cfm>. The report is titled *Report of 2012–2013 High School Graduates' Enrollment and Academic Performance in Texas Public Higher Education in FY 2014*. The first page explains the purpose of the report and how the information is calculated.

If data for a district are masked due to small numbers of students, that district should still publish its section of the report, showing the masked data, just as it would publish any data that are masked in the TAPR. Questions about accessing these reports should be directed to the THECB at (512) 427-6153.

7. **Public Hearings** A hearing for public discussion of the annual report must be held within 90 calendar days of November 16, 2015 (the date of the release of TAPR on TEASE). Winter holidays do not count toward the 90 days. The hearing may be combined with a regularly scheduled meeting of the local board of trustees. Districts must notify property owners, parents, and others standing in a parental relationship to students of the hearing. This notification, which can be in the form of a press release, 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.

# Guidelines

## 2014–15 Texas Academic Performance Report

November 2015

- 8. Access to TAPR** To access, save, or print the TAPR, log on to TEASE at <https://seguin.tea.state.tx.us/apps/logon.asp>.

The TAPR PDFs are designed to allow for two-sided printing. Blank pages have been added after the cover page and where needed to ensure that each campus' information comprises an even number of pages.

TEASE is for district use only and provides the basic materials districts need to meet the legal requirements related to TAPR. TEA will release TAPR on its public website on November 19, 2015.

- 9. Publishing the Report** To make the annual report widely available to the public, a district can post its annual report on its website. A district can upload its TAPR to its website or direct users to the TAPR on the TEA website. To accommodate those without internet access, a copy of the annual report should be made available in public places such as school offices, local businesses, or public libraries. Districts may also distribute copies through email, standard mail, or by sending the reports home with students. Each district is responsible for finding the most efficient method of making the annual reports widely available to the public.

- 10. Requirement for Notice on District Website** Texas Education Code §39.362 requires each district to post the most recent TAPR on its website by the 10th instructional day of the school year. This responsibility is separate from widely releasing the annual report to the public. While statute does not require a district to update its website with the latest TAPR after the 10th instructional day, TEA strongly encourages districts to update their websites with the 2014–15 TAPR.

- 11. Data Modification** By the time the TAPR is published, the window of time to correct inaccurate data submitted by a district has already closed. Corrections to PEIMS data used in the TAPR must be made according to the procedures described in the *PEIMS Data Standards*. Corrections to STAAR results, college admissions test data, Advanced Placement tests, or International Baccalaureate tests must be handled through the appropriate testing contractor. A district may include in its annual report an explanation of any discrepancies between the TAPR and locally computed data.

- 12. Summary Report** In addition to publishing the complete TAPR in its annual report, a district can develop and release a summarized report showing performance on key indicators. This summary must clearly indicate where and how to obtain a copy of the full report.

### **13. Changes to this Year’s Report**

- **STAAR Grades 3–8 Mathematics, STAAR A, and STAAR Alternate 2 (all grades and subjects)** – These results are excluded from the 2014–15 TAPR.
- **2014 STAAR Data** – Only STAAR data for 2015 is shown because a direct comparison of 2015 to 2014 is not possible due to the exclusion of STAAR A and STAAR Alternate 2.
- **Special Education Determination Status** – The 2014–15 TAPR provides the 2015–16 special education integrated intervention stage/determination status for each district on the cover page of the report.
- **Student Success Initiative (SSI)** – Results are shown based on STAAR, STAAR A, and STAAR L at the Phase-in I Level II standard. No ELL progress measure students are included.
  - Reading only for
    - Students meeting Phase-in I Level II standard on first STAAR administration
    - Students requiring accelerated instruction
    - STAAR failers promoted by grade placement committee
    - STAAR Met Standard (Failed in Previous Year)
      - Promoted to Grade 6 or 9
      - Retained in Grade 5 or 8
- **Grades 5 and 8 Phase-in Satisfactory Rates**– Cumulative passing rates for the first two administrations of STAAR shown for reading. No SSI is shown for grade 5 and 8 mathematics.
- **CTE Coherent Sequence Graduates** – Line added to indicate the percentage of CTE Coherent Sequence graduates for the class of 2014.
- **College And Career Ready Graduates** – Line added to indicate the percentage of graduates from the class of 2014 who met the criteria for demonstrating college and career readiness.
- **All Subjects** – All Subjects added to STAAR Percent Met or Exceeded and STAAR Percent Exceeded Progress.
- **AP/IB Participation and Examinees  $\geq$  Criterion by Subject** – Lines added to Postsecondary section to list AP/IB performance and examinees greater than criterion by subject for reading/ELA, math, science, and social studies.
- **Advanced Course/Dual Enrollment Completion** – Lines added to Postsecondary section to list Advanced Course/Dual Enrollment Completion for English Language Arts, Math, Science, and Social Studies.
- **Teacher’s Highest Degree Held** – Data added for campus level in the *Profile* section.

**14. Common Questions** Districts are encouraged to make a copy of the TAPR Glossary available locally. The glossary provides definitions, describes methodologies, lists sources for each data point in the TAPR, and answers many of the most commonly asked questions. Following are some of the most common causes of perceived inaccuracies in the TAPR or discrepancies between state and local data.

- **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 TAPR Glossary.
- **Static versus dynamic data sources:** Most data sets used in TAPR are compiled at a specific point in time to create an annual statistic. Districts that maintain cumulative or dynamic sets of similar information, such as student enrollment, may show different results.
- **The accountability subset:** The TAPR includes the STAAR results of only those students who were enrolled in the campus or district as of October 31, 2014 (for the spring 2015 test). See the TAPR Glossary or the *2015 Accountability Manual* for a more complete explanation of the accountability subset criteria.
- **Masking:** Masking rules are applied to results of the STAAR tests and other performance indicators when needed in order to comply with the federal Family Educational Rights and Privacy Act. For more information on masking rules and symbols, please see the explanation of masking on the TEA website at <http://ritter.tea.state.tx.us/perfreport/tapr/2015/masking.html>.

**15. Recommended Meetings** Beyond the requirement to widely publish the district annual report and TAPR, a superintendent may encourage principals to meet with staff to discuss their campus report and, following public discussion, schedule presentations of the information at meetings of local parent-teacher organizations.