# Appendix J – TEA Secure Environment (TEASE)

The Texas Education Agency Secure Environment (TEASE) is an authentication portal through which an authorized user can access sensitive or confidential TEA information resources. The TEASE portal includes several web applications that are relevant to administrators in school districts and education service centers. One such application is the Accountability web application which provides users with Performance-Based Monitoring Analysis System (PBMAS) products, state accountability products (standard and Alternative Education), federal accountability products, and Accountability Research products pertaining to completion, dropout, and longitudinal cohort lists.

Additionally, the Accountability web application is the location for other products related to accountability. For example TEASE is the site for users to first access Academic Excellence Indicator System (AEIS) reports, listings of schools identified under the Public Education Grant (PEG) program, and other information specific to Alternative Education Accountability (AEA) or Adequate Yearly Progress (AYP).

District and education service center administrators are encouraged to apply for access to the TEASE portal and may also designate others in their district to have access.

## Gaining Access to TEASE

The gateway to TEASE is located at:

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

To access any TEASE application district staff need to obtain a TEASE account. To request a new TEASE account for the Accountability application, district administrators must complete the following form online, obtain the required signatures, and follow instructions for mailing or faxing the form.

The "Request for Access to Accountability" Form can be downloaded online at:

http://ritter.tea.state.tx.us/forms/tease/accountability.htm

There are specific registration forms for each TEASE web application. Forms for all available applications can be downloaded from the TEASE Applications Reference page at:

http://ritter.tea.state.tx.us/webappaccess/AppRef.htm

Depending on the volume of requests, it may take several days for a request to be processed. Requestors will receive an email from TEA Security once the application(s) has/have been added to their TEASE accounts.

### MULTIPLE DISTRICT ACCESS

Certain charter operators and Education Service Center (ESC) staff may have the unique situation of needing access to the secure information for multiple school districts and/or charter operators. To gain access to TEASE Accountability information, multiple-district users must obtain the superintendent's signature for each district to which the user requests access (one request form per district/charter). Multiple district login accounts do not provide access to all districts in any single ESC region, only to those districts that have granted access for the user. In some cases, it may not be possible to obtain a single login with access

to multiple school district or charter information since some applications do not support multiple-district users. For information about multiple-district TEASE user accounts for the Accountability application, please contact the Division of Performance Reporting via email at performance.reporting@tea.state.tx.us.

## Confidentiality

Data on the TEASE Accountability application are NOT masked to protect individual student confidentiality. Remember that individual student information is confidential under the Family Educational Rights and Privacy Act (FERPA). The TEASE site is intended for district use or ESC use with district permission only.

## Most Current Products Only

The TEASE Accountability site is not an archive of information, but is intended to contain only the most recent products released. When a reporting cycle begins for a new year, the prior year's final products will be taken off the site. Districts are encouraged to save the products provided on this site to a local secured location. Although the information provided will be posted for a lengthy period of time (approximately one year) ultimately the products will be replaced with more current information as it becomes available.

## Typical State Accountability Products Available

The following list shows the state accountability releases for a typical reporting cycle in the order they are released. See *Chapter 19 – Calendar* for specific dates for 2009 and 2010.

- Pairing Application (Data Collection)
- AEA Charter Choice (Data Collection)
- AEA At-Risk Registration Criterion for Charter Operators
- Completion and Dropout Data Posted
- Preview Accountability Data Tables Posted (Standard and AEA)
- Final Accountability Data Tables Posted (Standard and AEA)
- AEA Campus Registration Process (Data Collection)
- Appeals Response Letters Posted
- Ratings Update and Gold Performance Acknowledgments Posted (Standard and AEA)
- Technical Assistance Team (TAT) list Posted
- Updated Preliminary Longitudinal Cohorts Posted
- AEIS Reports Posted