

## **Appendix I – TEA Secure Environment (TEASE)**

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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 *ACCT–Accountability* application. This provides authorized users with state accountability products (standard and alternative education), federal accountability products, Performance-Based Monitoring Analysis System (PBMAS) products, and accountability research products pertaining to completion, dropout, and longitudinal cohort lists.

Additionally, the *ACCT–Accountability* application is the location for first access to the 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) and Adequate Yearly Progress (AYP).

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

### **Gaining Access to TEASE**

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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 TEASE account for the *ACCT–Accountability* application, district administrators must complete a 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 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://www.tea.state.tx.us/index2.aspx?id=2684>

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 need access to the secure information for multiple school districts and/or schools. 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. 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](mailto:performance.reporting@tea.state.tx.us).

## **Confidentiality**

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Data on many of the reports available through TEASE 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**

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The TEASE *ACCT–Accountability* site is not an archive of information; it 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 are taken off the site. Districts are encouraged to save the products provided on this site to a local secured location.

## **Typical State Accountability Products Available**

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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 in 2010 and 2011.

- Pairing Application (Data Collection)
- AEA Charter Choice (Data Collection)
- AEA At-Risk Registration Criterion
- Completion and Dropout Data Posted
- Preview Accountability Data Tables without Ratings Posted (Standard and AEA)
- Ratings Appeal Application (new for 2010)
- Unmasked Accountability Data Tables with Ratings 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

## **Registration of Appeals on TEASE**

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This year, for the first time, a district wishing to appeal a school or district accountability rating should register their intention to appeal using a new application on the TEASE Accountability website. The 2010 State Accountability Ratings Appeals Registration Process allows districts to track the status of their state accountability rating appeal(s). The Appeal Registration Process is open from July 20 through August 13, 2010.

The link to appeal a state accountability ratings is located on the ACCT page. Simply click on the ACCT tab at the top of any page, then scroll to the bottom of that page, under **Appeal of Rating**.

To register an appeal, districts must: 1) confirm or correct their district mailing address; and, 2) submit an appeal registration form. See the sample form on next page.

Submitting a 2010 State Accountability Appeals Registration Form informs TEA of your intention to appeal one or more 2010 state accountability ratings; however, submission of this form does not constitute an appeal. Districts must also mail an appeal packet that includes all relevant information necessary for TEA to process the appeal.

After registering, districts are encouraged to check the status of their appeal using the Appeal Status Report. This report provides a summary of the appeal registration and will also indicate the date the mailed appeal packet was received by the Division of Performance Reporting.

Automated email notifications will be sent to districts when the electronic appeal registration form is submitted, when the mailed appeal packet arrives at TEA, and when the TEA response letter has been mailed to the district superintendent. The automated emails will be sent to the district superintendent and the person who submitted the appeal registration form in TEASE.

Appeals will be evaluated based on the required documentation submitted in the mailed appeal packet as described in *Chapter 15 – Appealing the Ratings* of this *Manual*. All appeals must meet the requirements outlined in Chapter 15.

The following graphic provides a screen shot of the Appeals Registration Form. Note that the design of this form may be revised slightly prior to July 20, 2010.

## Sample TEASE Appeals Registration Form

### 2010 State Accountability Appeals Registration

Your district and each campus within your district are listed below. Campuses are in alphabetical order by campus name. Register your district and/or campus appeals by using the dropdown boxes to select the indicator that is the reason for the appeal.

Select "Multiple Indicators" if more than one indicator is being appealed. Select "Other" if your appeal is not specific to any of the indicators.

In order to successfully submit a registration form, at least one appeal must be selected and all contact information at the bottom of this form must be provided.

No Appeal	SAMPLE ISD, 999999
No Appeal	SAMPLE EL, 999999101
No Appeal	SAMPLE H S, 999999001
No Appeal	SAMPLE M S, 999999041

The dropout box contains the following choices:

- No Appeal
- No Appeal
- TAKS Only
- Completion Only
- Dropout Only
- Multiple Indicators
- Other

Enter your name:

Enter your email address:

For verification purposes, please re-enter your email address:

**The information above is entered at the instruction of my superintendent. The information above has been reviewed carefully to ensure its accuracy.**

**Corresponding information and supporting documentation for each appeal will be mailed to TEA and postmarked by August 13, 2010.**