

Appendix I – 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 *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

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.

Confidentiality

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

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.

State Accountability Products Available on TEASE

The following list shows the state accountability releases planned for the 2011 cycle in the order they are released. See *Chapter 17 – Calendar and Preview* for specific dates. Two items are new for 2011: lists of students included in the ELL Progress Indicator, and lists of students subject to the Federal Race/Ethnicity Provision. Additional information is provided below about these new items.

- Pairing Application (Data Collection)
- AEA Charter Choice (Data Collection)
- AEA At-Risk Registration Criterion
- Completion and Dropout Data Posted
 - Lists of students who are dropouts
 - Campus and district dropout rates
 - Lists of students in the 4-year completion cohort
 - Campus and district 4-year completion and graduation rates
 - Lists of students in the 5-year completion cohort
 - Campus and district 5-year completion and graduation rates
- Preview Accountability Data Tables without Ratings Posted (Standard and AEA)
 - Campus and District Data Tables
 - Student Download for SSI grades
 - Student Download for ELL Progress Indicator (new in 2011)
 - Student Download for Federal Race/Ethnicity Provision (new in 2011)
- Ratings Appeal Registration System
- Accountability Data Tables with Ratings Posted (Standard and AEA)
 - Campus and District Data Tables
 - District Rating Summary Reports
- AEA Campus Registration Process (Data Collection)

- Appeals Response Letters Posted
- Ratings Update and Gold Performance Acknowledgments Posted (Standard and AEA)
 - Updated Campus and District Data Tables
 - Updated District Rating Summary Reports
 - Campus and District downloads of Data Table information
- Updated Preliminary Longitudinal Cohorts Posted
- Academic Excellence Indicator System (AEIS) Reports Posted

ELL PROGRESS INDICATOR STUDENT DOWNLOADS

Records are provided for ELL students meeting the criteria for inclusion in the ELL Progress Indicator. Variables show student identification, demographic, and program area participation information. Performance on TAKS, TELPAS, or both is shown. Mobility variables indicate whether or not the students meet the accountability subset criteria. Students are identified as contributing to the denominator and the numerator of this indicator. From these data districts will be able to replicate the 2011 ELL Progress Indicator percentage shown on their data tables.

FEDERAL RACE/ETHNICITY STUDENT DOWNLOADS

Records are provided for students that were subject to the Federal Race/Ethnicity Provision. Variables show the students' current year race and ethnicity values as well as their prior year ethnic information. An indicator is provided to show which students are evaluated under AEA procedures. From these data districts can see how many and which students were added to the African American and White student groups in order to reevaluate performance under the Federal Race/Ethnicity Provision.

Registration of Appeals on TEASE

Districts wishing to appeal a campus or district accountability rating should register their intention to appeal using the appeal application on the TEASE Accountability website. The 2011 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 19 through August 12, 2011.

The link to appeal a state accountability rating is located on the ACCT page. 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 2011 State Accountability Appeals Registration Form informs TEA of your intention to appeal one or more 2011 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.