Annual Program Submission 2024 Guidance

INTRODUCTION

The Annual Program Submission is a requirement for all fully approved districts that have issued designations in the current fiscal year under their local designation system. It provides the opportunity for data-driven continuous improvement of the local designation system while also ensuring compliance with statute and administrative code. The submission, along with the Superintendent's Attestation Form, is due by **EOD Friday, August 30, 2024** and must be submitted via the Qualtrics Annual Program Evaluation Submission link. This link is also embedded in the *Directions tab* of the Annual Program Submission Excel form.

COMPLETING THE EXCEL FORM

The Annual Program Submission is an Excel-based form. Please ensure that you are completing the form in Excel version 2007 or later; many of the key features will not function correctly in Google sheets or other web-based applications. **Please do not alter the Excel file by adding, hiding, or deleting any columns or rows.** Such changes may corrupt the file and will not be accepted.

Save the file to your computer or local drive and work to complete all tabs: District Info, District Goals for TIA, District Spending Summary, and the 2023-24 Teacher Payout Data tab. Once the Annual Program Submission is complete, save the file as "District Name_ District Number" File type should be an Excel workbook (xlsx). Ex: Flower ISD_123456.xlsx. See the Directions tab for more detailed instructions.

District Goals for TIA and Spending Summary

The District Goals for TIA tab requires districts to review human capital data and determine next steps for continuous improvement based on the outcomes of the local designation system implementation. Note: If any of the goals for continuous improvement of the local designation system require an Expansion/Modification application, they will be marked with an asterisk in question 1. The district will also need to reflect on local human capital data for teachers in eligible teaching assignments as compared to teachers that are not in eligible teaching assignments. Please follow the question prompts and complete each section.

The District Spending Summary tab is where districts will describe how the allotment is being spent at the district level if the district retains any of the 10% allowable portion, as well as considerations around strategic compensation models. Please see the TIA website for guidance around TIA Spending Plan requirements and strategic compensation best practices. Questions 1 and 2 on the District Spending

Summary tab are for numerical values only. *If the district did not retain any portion of the allotment, please enter 0 for question 2.* District-level allotment data can be found in the Strategic Compensation Management System (SCOMS). See the highlighted reports in the image below. To request access to SCOMS, please reach out to the TIA inbox at tia@tea.texas.gov.

Teacher Payout Data

The Teacher Payout Data tab is a data entry tab, where the district must enter teacher-level allotment and payout data for each teacher that generated an allotment for the district. Designated teacher allotment data can be found in SCOMS. See the highlighted reports in the image below. To request access to SCOMS, please reach out to the TIA inbox at tia@tea.texas.gov.

ATTESTATION FORM

The Superintendent Attestation Form is a requirement of Annual Program Submission. Along with the Excel file, districts will need to upload the Attestation Form with superintendent's signature, via the Qualtrics link embedded in the Excel form.

SUBMITTING IN QUALTRICS

Districts need to submit the Excel form and the Attestation form via Qualtrics by EOD August 30, 2024. Use the Annual Program Evaluation Submission link to submit. Please be sure to follow the correct
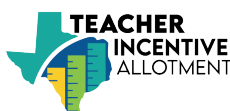
naming convention for the Excel form: "*District Name_District Number*" file type Excel workbook. Example: *Flower ISD_123456.xlsx.*

TECHNICAL ASSISTANCE

Please register for the session 2023-24 Annual Program Submission Requirements and Best Practices on Wednesday, July 17, 10:30 a.m. – 11:30 a.m. Office hours will also be provided in August. Registration link forthcoming.

The District Google Drive contains recordings of all previous Technical Assistance sessions and webinars. The 2023-24 TIA Technical Assistance Calendar contains all session registration links for upcoming sessions.

Questions regarding the Annual Program Submission should be sent to the TIA inbox at tia@tea.texas.gov.