2024 TIA Data Submission

Frequently Asked Questions – Last Updated March 2024

1. **What is the required timeline for TIA Data Submission?**
   a. **By EOD Thursday, October 17, 2024**, LEAs must submit their first-attempt data file to Texas Tech University (TTU) via secure online portal. Upon initial submission, the portal may indicate the file contains technical errors that must be corrected. Technical errors must be addressed no later than **EOD Tuesday, October 22, 2024.** In addition, the TIA Team will conduct a system alignment review and may request that a district updates their submission to clarify system implementation.
   b. **By EOD Friday, November 15, 2024**, submit the designation fee ($500 per proposed designation) to TEA. Districts should only submit fees based on the number of new or higher designations in their *final accepted data submission file.* We recommend waiting until early November to finalize the fee amount.

2. **What are the teacher eligibility requirements to be submitted for a new or higher designation?**
   a. Must have been employed by the recommending LEA in an eligible teaching assignment for the 2023-24 SY.
   b. Must have complete teacher observation and student growth data for the 2023-24 SY.
   c. Must meet the local designation criteria outlined in the LEA's accepted System Application based on data from the 2023-24 SY.
   d. Must meet a minimum observation score of proficient across all reported dimensions. For T-TESS, teachers must have at least a rating of 3 or higher across all reported dimensions. For other rubrics, teachers must have at least a rating of proficient (according to the rubric) across all reported dimensions. For other rubrics, the proficiency marker will be noted in your data submission file.
   e. Must be employed by the LEA as a teacher (087 Role ID) for the 2024-25 SY.
   f. Note: As of 2021, TEA no longer requires a Texas teaching certificate. **Uncertified teachers are eligible for designation.**

3. **Which teachers should be included in the data file?**
   The data file should include all teachers in an eligible teaching assignment and/or campus during the 2023-24 school year, including teachers who are no longer employed in 2024-25. Eligible teaching assignments must align with those listed on the Weighting tab of the LEA's accepted System Application.

   For districts with pre-qualifying criteria, teachers in eligible assignments who have not met local designation pre-qualifiers must still be reported in the data file with complete observation and student growth data. Teachers in eligible assignments may not opt out of being included in data

capture. Only districts with full system approval may omit teachers who were on appraisal waivers for 2023-24. We caution districts to use waivers sparingly following system approval, as this may impact future data validation.

4. **What if a teacher is missing observation and/or student growth data? For example, they waived their appraisal, resigned, or retired before the end of the school year.**
Teachers who do not have complete observation and student growth data should **not** be included in the data file. On the District Information tab, questions 8 and 9, please outline any discrepancies in the number of teachers employed in eligible assignments compared to the number of teachers reported in the data file.

5. **What adjustments can we make to the Weighting tab from our accepted System Application?**
LEAs can make the following modifications from their approved system application:
   - Change the weighting of approved components. (e.g., the LEA System Application weighted teacher observation at 30% and student growth at 70%. The LEA could change the weighting to 50/50.)
   - Combine teaching assignments into a single category if using the same weighting and student growth measures. (e.g., the LEA System Application listed 3-5 MAP and 6-8 MAP as separate teaching categories, although they use the same student growth measure and weighting. These can be combined into one category in the Weighting tab.)
   - Remove other optional, non-statutory components. (e.g., attendance, student surveys.)

   LEAs may NOT:
   - Add or remove new eligible teaching assignments.
   - Add or remove student growth measures.
   - Add or remove teacher observation rubrics.
   - Exclude teacher observation or student growth when determining designations.
   - Exclude one or more eligible teacher groups.

6. **Can a previously designated teacher be submitted for designation again?**
No action is required to maintain existing designations. LEAs may designate previously designated teachers **only if they have earned a higher designation** based on performance data from 2023-24. Designations awarded for the 2024-25 school year (based on 2023-24 data) are valid until 7/31/2029, regardless of a change in teaching assignment or teacher performance. The only exception is National Board-Certified Teachers (NBCTs). NBCTs with an existing Recognized designation and who also met the LEA's local designation criteria may be submitted for any level of designation.

7. **If I select "No designation" for a previously designated teacher on the submission file's Data Entry tab, does that affect their current designation status?**
No, selecting "No designation" in column J for Proposed Designation Level for a teacher that has been designated in prior years will not affect the status of their current designation.

8. **Can teachers who move to a non-eligible teaching assignment or move campuses in 2024-25 year still earn a designation?**
Yes. TEA will only verify assignment eligibility for the 2023-24 data capture year. For 2024-25, TEA will verify that the teacher is still employed as a teacher (087 role ID) and meets the creditable year of service requirement before issuing a designation.

9. **Why are districts required to submit data each year if they are approved to issue designations?**
Districts with a fully approved local designation system can issue designations for five years, however, TTU will still perform annual data validation. It is possible that a district's designations will not be approved for one or more of the five years if the data no longer reflects a valid and reliable system.

10. **What is the Unique ID? Why is it needed? How do I find the Unique ID?**
The Unique ID (or Texas Unique ID) is a 10-digit number assigned to all district employees. The Unique ID allows TEA to confirm the identity, CDCN, and Role ID for teachers and appraisers. Once designations are approved, the Unique ID will allow TEA to match the reported CDCN for each designated teacher and calculate the corresponding allotment. Unique ID can be accessed through your LEA PEIMS system or through the Unique ID application in TEAL. The district PEIMS coordinator and/or Human Resources department may access these applications.

11. **What is the TEA ID? Why is it needed? How do I find the TEA ID?**
The TEA ID (or TEA Test ID) is a number assigned to all Texas educators who have taken or passed an educator certification exam. This includes paraprofessionals, counselors, librarians, etc. The TEA ID is used to confirm the identity of designated teachers and display the designation on certificates. The TIA Team will provide the TEA ID for teachers included in the eligible teacher list, provided to districts in May. Because the provided eligible teacher list may not be exhaustive, the LEA may still need to look up the TEA ID for some teachers. If adding teachers who are not on the eligible teacher list, the TEA ID can be looked up in ECOS or populated through an ECOS file transfer upload using teacher SSNs. **For teachers with no TEA ID, please enter "0."**

12. **Our district uses multiple growth measures and/or conducts more than one scored observation. How do we report multiple scores?**
Each teacher in the data file should have one observation score for each dimension and one student growth score. Determining the final score will be a local decision, and the district must report how observation and growth was determined (i.e., higher of two scores, averaged, weighted values for each year) in the District Information tab. Districts may report observation scores with decimals if averaging or weighting multiple observations. Student growth scores must be reported as percentages without decimal points.

13. **Will TEA provide an Eligible Teachers List?**
Districts will receive a list of eligible teachers from the TIA Team in May based on teachers reported with eligible service IDs in 2023 Fall PEIMS and 2024 Class Roster Winter Submission data.

Note this list is meant to serve as a guide only and will likely vary from your final data submission; please make note of discrepancies within the District Info tab, Questions 8 and 9. Please do not reach out about discrepancies via email. We recommend reviewing the list with campus administrators to confirm which teachers will be included in the data submission, and if any eligible teachers should be added.

In your data submission, you may add any context about why teachers are included or excluded compared to the Eligible Teachers List in response to Question 8 and 9 on the District Info tab of your data submission file.

14. **What if staff on our Eligible Teachers List are not teaching in eligible assignments?**
    We would encourage you to add any context about why teachers are included or excluded compared to the eligible list in response to questions 8 and 9 on the District Info tab of your data submission file.

15. **How should we report teachers with multiple service IDs?**
    If possible, report only one service ID per teacher. We recognize that teachers often teach multiple courses. Please limit service ID(s) to the course(s) in which the teacher was observed and the student growth score was derived. Please separate by a comma. Teachers must be reported with a service ID that qualifies as an eligible teaching assignment.

16. **Our designation system also includes support teachers who provide instruction in eligible assignments, such as interventionists and SPED inclusion. What service ID should we list for support teachers?**
    If based on your district's local designation system there is a support teacher or similar teaching role that provides instruction in an eligible teaching assignment, you should assign that teacher the eligible service ID for the course(s) they support in your data submission file. Note, the inclusion of support teachers should be reflected in your System Application.

17. **If a teacher has more than one appraiser, which appraiser and Unique ID should we include?**
    Each teacher in the file should have one observation score for each dimension. Determining the final score, and primary appraiser listed in the file, would be a local decision. Districts may report observation scores with decimals if averaging or weighting multiple observations from multiple appraisers.

18. **What if we need to update or change our service ID list?**
    Eligible service IDs cannot be changed prior to data submission. To update or change the service ID list, the district must complete an Expansion and Modification Application for data capture 2024-25 and submission 2025. If you believe there is a mistake in your service IDs please email our inbox and provide the following information:
    - Course(s) that need to be added or removed
    - Rationale for why you believe these courses are in error from your service ID list

19. **What if we discover an error in our data or teacher designations after the data submission deadline has passed and our file has been accepted?**

    Data submission is final. Districts may not add or remove teachers, change teacher designations, or edit performance data after your data submission file is accepted. Some best practices for checking the file before data submission may include:

    - Require campus administrators and human resources leads to ensure all teachers in eligible assignments are accounted for in the data capture and submission.
    - Allow teachers and/or campus administrators to verify teacher-student rosters before calculating student growth ratings. Districts may set local business rules to determine which students should be included. This may require reviewing student enrollment dates, mid-year class transfers, and teacher assignment transfers.
    - Campus administrators verify final observation and student growth scores.
    - Provide teacher scorecards with final observation rating, final student growth rating, level of designation, and process for calculating and determining designations.
    - Establish an internal appeals process in cases of score discrepancies.
    - Ensure data and unique identifiers are correct for all teachers; pay careful attention to teachers with similar names.
    - Allow multiple reviews of the final data file to ensure alignment with teacher score cards and eligible teacher lists. This is particularly important if the district uses a third-party vendor or data analyst with fully automated processes. Districts must confirm that the correct information is being tied to the correct teacher before submission.

20. **Who should we contact with questions regarding data submission?**

    - For questions about data submission in the portal or data formatting, please email tia@ttu.edu.
    - For questions about eligible teaching assignments, teacher eligibility, teacher designation fees, or general data submission questions, please email tia@tea.texas.gov.