

Instructions for 2022 Step 2 Data Preparation and Submission

Overview

The 2022 Step 2 Data Validation process requires completion and submission of a single file containing three tabs:

- District Information
- Weighting
- Data Entry

Note, a [full FAQ document](#) is also available on our website.

Instructions for Step 2 Data File Preparation

1. Download and open the file template that aligns with your observation rubric. Use Microsoft Excel version 2007 or later. For districts using a local observation rubric, please email tia@ttu.edu for a custom data file.
2. Complete each tab of the data file using “File Completion Instructions,” below.

Instructions for TIA Step 2 Data Submission

1. In mid-September, districts will receive an email from tia@ttu.edu with detailed instructions about the new TIA Step 2 Data Submission Portal.
2. The email will contain information about portal login, directions for setting up a secure password, and detailed directions for file upload and error checking.
3. Once the password is set up, users will have access to the TIA Step 2 Data Submission Portal where the file for their district can be uploaded.
4. Once initially uploaded, the file will be checked for errors, and users will see a downloadable list containing detailed information helping to locate and resolve technical errors.
5. All technical errors must be corrected in the data file, and then re-uploaded to the portal.
6. When the file is error free, users will receive confirmation that the data file has been successfully uploaded.
7. The data file should only be submitted through the secure portal. **DO NOT EMAIL THE DATA FILE.** If your district needs support, please email tia@ttu.edu, but do not include the submission file as an attachment.
8. **Districts should submit their Data Submission File via the online portal by Thursday, October 20, 2022. Note, if the Data Submission File contains technical errors (as identified in the TIA Step 2 Data Submission Portal), all errors should be addressed by Tuesday, October 25, 2022.**
9. **Designation Fees Due: Tuesday, November 15, 2022. Note, the total fee amount should reflect your final accepted file. [Link to Fee Form.](#)**

Support

For assistance with formatting, data entry, or portal access, please contact tia@ttu.edu. For all other questions, please email tia@tea.texas.gov. Texas Education Agency (TEA) and Texas Tech University will host joint office hours from 3:30 p.m. to 5:00 p.m. on the following dates:

August 29th [Registration Link](#)

September 12th [Registration Link](#)

October 11th [Registration Link](#)

File Completion Instructions

1. DISTRICT INFORMATION TAB
Complete the district information fields and provide a detailed response for each question. If a question does not apply, please enter "N/A."
2. COMPLETE THE WEIGHTING TAB
Complete the weighting tab in accordance with your system application. For a list of allowable modifications, please refer to the data submission Q&A.
3. DATA ENTRY TAB
Enter complete data for all teachers in eligible teaching assignments during the 2021-2022 school year. Include teachers who are no longer employed by the district or who have moved out of a teaching role. Do not include teachers with missing observation or student growth data. Please provide an explanation for any missing teachers in question 8 of the District Information tab. Remove the first row of sample data and ensure no columns have been moved or deleted.

Directions for each field are in the table below. Please follow the instructions carefully to avoid errors. A notation of ** indicates a mandatory field.



Field	Description/Guidance
CDN **	Local Education Agency's (LEA) County-District Number: A 6-digit number assigned to each County-District as an Identifier. Please enter numbers only and character length less than or equal to 6 digits, formatted as text. (e.g., 001902, 012905). Ensure that leading zeroes are included.
LEA's name **	Local Education Agency's (LEA) name. Note, for charter LEAs or 1882 partners designating teachers working at a partner district campus(es), include the name of the LEA, followed by the designating charter partner. Example: Flower ISD, Scholastic Prep Charter
Local ID (For district use only, Optional)	Local District ID for each teacher. If the local ID is the teacher's Social Security number (SSN), please delete/clear all data from the column prior to submission. DO NOT DELETE THE COLUMN.
Unique ID of the educator **	A 10-digit number assigned to educators through the TSDS Unique-ID application, Called "Texas Unique ID" or "Staff_Uniq_ID". Please enter numbers only and character length equal to 10 digits, formatted as text. (e.g., 1234567890, 9876543210).
TEA ID of the educator **	A number assigned to educators by TEA, also known as TEA Test ID. TEA ID can be found through an ECOS file transfer upload (will download). If the educator does not have a TEA ID, please use 0. (See FAQs). Please enter numbers only and character length less than or equal to 7 digits, formatted as text. (e.g., 1234567, 7654321).
Date of birth of the educator **	Enter date in the format: MM/DD/YYYY (Cell Format: Short Date).
First name of the educator **	Enter the first name of the educator.
Middle Name (optional)	Enter the middle name of the educator, if any.
Last name of the educator **	Enter the last name of the educator.
Proposed Designation Level (New or Higher only) **	Select from the list of options. (Master, Exemplary, Recognized, No designation). For teachers with an existing LEA-issued Teacher Incentive Allotment designation who have not qualified for a higher designation based on 2021-2022 data, select "No designation." No action is required to maintain an existing designation.
2021-2022 CDCN**	CDCN is the 9-digit number assigned to each County-District Campus as an identifier. Enter the primary campus CDCN where teacher was employed for the 2021-2022 school year. If the educator taught at multiple campuses, enter the campus numbers separated by a comma. If a teacher is centrally assigned, enter the LEA CDN number followed by 999. (e.g., 057906999, 257833999). Ensure leading zeroes are included.



2021-2022 Campus Name**	Enter the name of the primary campus where the educator was employed for the 2021-2022 school year. The campus name should match the campus number. If no primary campus, enter "centrally assigned." To ensure accurate campus names, use the directory file at https://tea4avholly.tea.state.tx.us/Tea.AskTed.Web/Forms/DownloadDefault.aspx
Still employed by LEA **	Is the teacher still employed by the LEA in a teaching role for the 2022-2023 school year? Select "Y" for Yes or "N" for No.
Eligible Teacher group **	See Weighting tab. Each teacher must have a group/category 1-10. Each category must have the same student growth measure(s) and component weights. Enter a number 1-10.
Main Service ID(s) for Observation and Growth **	List the 8-digit service ID for the main course/subject used for evaluating this teacher. Please limit the service ID to only the course(s) directly tied to the teacher's observation and student growth data. If multiple service IDs must be included, separate using a comma and do not list more than four. Ensure leading zeroes are included.
Main Content Area(s) for Observation and Growth **	Enter the general content area/subject for observation and student growth. If multiple subjects, enter them separated by a comma. (e.g., Math, Science, English Language Arts, Social Studies, Language Other than English, Technology Applications, Physical Education, Fine Arts, Special Programs-specify, Other-specify)
Main Grade Level(s) for Observation and Growth **	Enter the grade level for observation. For multiple grade-levels, enter them separated by a comma. (e.g., Kindergarten, Pre-K, 1st, 2nd, 3rd, 4th, 5th, 6th, 7th, 8th, 9th, 10th, 11th, 12th)
Appraiser/Rater Unique ID **	Enter the 10-digit Unique ID of the official appraiser for the 2021-2022 school year.
First name of the appraiser (optional)	Enter the first name of the official appraiser for the 2021-2022 school year.
Last name of the appraiser (optional)	Enter the last name of the official appraiser for the 2021-2022 school year.
Percentage of Students Who Met or Exceeded Expected Growth **	Enter the percentage score (e.g., 63%) of the teacher's students who met or exceeded expected growth. If using multiple growth measures, calculate one final growth score and outline process in District Information tab. Do not include decimal points.
Observation Ratings by Dimension	Enter a numerical rating for each dimension in accordance with your approved rubric. Decimals are allowed. Districts using a locally developed rubric must email tia@ttu.edu for a customized data file. If the district conducted multiple observations, calculate one rating per dimension and explain calculations in the District Information tab. Note, for districts using rubrics other than T-TESS, teachers must meet relevant proficiency markers to earn a designation.

