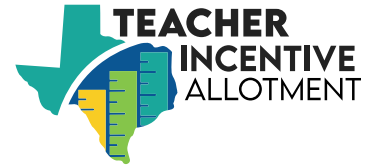


Class Roster Winter Submission Guidance

FOR DISTRICTS CURRENTLY EMPLOYING A TEACHER WITH OR PENDING TIA DESIGNATION



Teacher Incentive Allotment

HB 3 ESTABLISHED THE TEACHER INCENTIVE ALLOTMENT (TIA) TO RECOGNIZE EFFECTIVE TEACHERS ON THREE DIFFERENT LEVELS



Aligning with the spirit of the legislation, the Texas Administrative Code establishes that only educators employed as teachers may earn designations or generate allotments. The Texas Education Agency will use data from the Class Roster Winter Submission to annually confirm if teachers with a pending or existing designation meet TIA eligibility requirements.

Teachers who meet eligibility requirements will generate an annual allotment for their district based on their campus(es) of employment as reported in the Class Roster Winter Submission. Teacher designations and district allotments are contingent on accurate reporting and communication between district departments, including: human resources, finance, PEIMS designees, and campus administrators.

This guidance applies only to districts that currently employ a teacher with an existing or pending TIA designation.



Teacher designations generate additional teacher-focused allotment funding for districts to reward their top performers.

DESIGNATION ELIGIBILITY

Teachers Pending a Locally Issued Designation

Teachers submitted for a new or higher designation in Fall 2024 by a district with an approved local designation system must meet the following criteria for the designation to be awarded:

Still employed as a teacher by the designating district as of 2/28/2025

Reported by the designating district as a teacher (087 Role ID) in the Class Roster Winter Submission (substitute teachers are not eligible)

Reported by the designating district as having met or will meet the creditable year of service

National Board Certified Teachers

NBCTs who do not yet have a designation will be awarded a Recognized designation in May of 2025 if they meet the following criteria:

Active National Board certificate (expiry date of November 2024 or later)

NBCT directory listing reflects Texas employment by 1/31/2025

Reported as a teacher with a 087 Role ID in the Class Roster Winter Submission (substitute teachers are not eligible)

ALLOTMENT ELIGIBILITY

Designated teachers will generate an annual allotment for their employing Local Educational Agency (LEA) if they meet the following criteria:

Active TIA designation

Reported as a teacher with a 087 Role ID in the Class Roster Winter Submission (substitute teachers are not eligible)

Reported in Class Roster Winter Submission as having met/will meet the creditable year of service requirement by the end of the school year



CLASS ROSTER WINTER SUBMISSION: DATA ELEMENTS USED FOR TIA

- 1 TEACHER-INCENTIVE-ALLOTMENT-DESIGNATION-CODE (E1722/DC165)
- 2 CREDITABLE-YEAR-OF-SERVICE-INDICATOR-CODE (E1721)
- 3 TeacherSectionAssociationExtension or TeacherSchoolAssociation

TEACHER-INCENTIVE-ALLOTMENT-DESIGNATION-CODE (E1722/DC165)

Note:

Code Table Id	Name	XML Name	Date Issued	Date Updated
DC165	TEACHER-INCENTIVE-ALLOTMENT-DESIGNATION-CODE	TX-TeacherIncentiveAllotmentDesignation	03/01/2021	
Code	Translation			
01	Active National Board Certified Teacher			
02	Active Teacher Incentive Allotment Designation			
03	LEA Submitted Designation Pending			
	NOTE: Active Teacher Incentive Allotment Designation – indicates a teacher holds an active Recognized, Exemplary, or Master Designation LEA Submitted Designation Pending – indicates a teacher has been submitted for a new or change of current designation			

- Multiple codes are allowed.
- 03-LEA Submitted Designation Pending applies to districts with an approved local designation system. *District TIA leads must ensure that the district PEIMS designee codes teachers who were submitted for designation in Fall 2024.*

CREDITABLE-YEAR-OF-SERVICE-INDICATOR-CODE (E1721)

Element ID	Data Element	Date Issued	Date Updated	
E1721	CREDITABLE-YEAR-OF-SERVICE-INDICATOR-CODE	3/1/2021		
XML Name				
TX-CreditableYearOfServiceIndicator				
Definition				
CREDITABLE-YEAR-OF-SERVICE-INDICATOR-CODE indicates a teacher (ROLE-ID 087) who currently qualifies for the TIA allotment or has been submitted by the LEA for a new or change of designation, and has been employed by the LEA and compensated or will be compensated by the LEA for a creditable year of service. (§153.1021)				
Special Instructions				
Code Table ID	Length	Data Type	Pattern	Domain of Values
C088	1	Coded	*	
Used in Complex Types				
StaffExtension				

Note:

- **Employed and compensated** by a Texas school system **in a teacher role (087 role ID)** for at least 90 days at 100% of the day or 180 days at 50–99% of the day, or the equivalent of one semester.
- District can select Y if the teacher is expected to meet the year of service requirement by the end of the school year. Districts will confirm the year of service again in April/May.
- Paid leave days and professional development days count towards the year of service.
- May not align with number of days on campus or days providing direct instruction.
- District will indicate Y/N.
- In some cases, a designated teacher may be listed as a teacher of record but not employed as a teacher.

Example: Jan earned an Exemplary designation in 2022. She is now employed as a counselor and works with a group of students every day during an advisory period. Jan will be reported in the Class Roster Winter Submission with a TeacherSectionAssociation. She will be assigned a TEACHER-INCENTIVE-ALLOTMENT-INDICATOR-CODE. However, the district should indicate N for Creditable Year of Service, as Jan is not employed as a teacher for the 2024-2025 school year.

TeacherSchoolAssociation

Element ID	Data Element	XML Name	TSDS	FALL	MDYR	SUMR	EXYR	Length	Data Type	Code Table ID
TeacherSchoolAssociation										
**	StaffReferenceType	TeacherReference	M							
**	StaffIdentityType	StaffIdentity	M							
E1524	TX-UNIQUE-STAFF-ID	StaffUniqueStateId	M					10	Numeric	
**	EducationalOrgReferenceType	SchoolReference	M							
**	EducationalOrgIdentityType	EducationalOrgIdentity	M							
E0266	CAMPUS-ID	StateOrganizationId	M					9	Coded	

Note:

- For teachers reported with a TEACHER-INCENTIVE-ALLOTMENT-INDICATOR-CODE, but without a TeacherSectionAssociation, districts may use the TeacherSchoolAssociation. This may apply to campus-based teachers who are not teachers of record or work in an atypical teaching role. Examples may include interventionists, inclusion teachers, GT teachers, and dyslexia teachers.
- If a designated teacher (or teacher pending designation) is **not employed in a teaching role (087 Role ID)**, and does **not** have a TeacherSectionAssociation, do not report them in the Class Roster Winter Submission.
- Itinerant or Centrally Assigned teachers without a primary campus of employment may be coded with CDN+999 and will generate an allotment value equal to the district average if they meet all other eligibility requirements.