Instructions for 2025 Fall Data Submission

INSTRUCTIONS FOR DATA FILE PREPARATION

1. Download and open the 2025 file template from the TIA Data Submission page 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 your data submission using the instructions below.

INSTRUCTIONS FOR TIA DATA SUBMISSION

In mid-summer, the district's current portal contact will receive an email from tia@ttu.edu with detailed instructions about submitting data through the TIA Online Portal. The email will contain information about portal login and detailed directions for file upload and error checking.

Districts can request to change access to the portal by reaching out to Texas Tech University at tia@ttu.edu.

1. INSTRUCTIONS TAB

   No district action is required on this tab. Read the Instructions tab for data column definitions. Column formatting instructions and data definitions are also included in the "File Completion Instructions" below.

2. DISTRICT INFORMATION TAB

   Using the Excel file as a reference, complete the district information fields and provide a detailed response for each question in the portal. If a question does not apply, please enter "N/A." **Please do not leave any questions blank.** Responses in the District Information tab on the Excel file will not be considered.

3. WEIGHTING TAB

   Using the Excel file as a reference, confirm the Weighting tab is in accordance with your System of Record for the 2024-25 school year. For a list of allowable modifications, please refer to the Data Submission page. If changes need to be made to locked cells, contact tia@tea.texas.gov.

4. DATA ENTRY TAB

   Enter complete data for all teachers in eligible teaching assignments during the 2024-25 school year in the Excel file. **Remove the first row of sample data and ensure no columns have been moved or deleted.** This includes data for teachers who are no longer employed by the district, who have moved out of a teaching role, and uncertified teachers who were employed in eligible teaching assignments. Do not include teachers with missing observation or student growth data. Districts were provided with a List of Staff Reported in Eligible Teaching Assignments. **Please account for any missing or added teachers in the Teacher Discrepancy section on the District Information tab in the portal.**

1. Once initially uploaded, the file will be checked for errors, and users will see a downloadable list of errors containing detailed information helping to locate and resolve technical errors.
2. All technical errors must be corrected in the data file and then reuploaded to the portal.
3. When the file is error free, users will see the message "Upload successful."
4. The data file should only be submitted through the secure portal. **Do not email the data file.** If your district needs portal support, please email tia@ttu.edu, but do not include the submission file as an attachment.
5. The Texas Education Agency (TEA) will conduct a review of the data to ensure it is aligned to the district's accepted 2024-25 System of Record and includes all eligible teaching assignments. *Note: Eligible teaching assignments are courses identified as eligible based on the district's 2024-25 System of Record, for example, grades K-8 math and reading, CTE, or Fine Arts and are listed in the Weighting tab. Note that this definition may include teachers not eligible to earn a designation for reasons other than their teaching assignment.*

File Completion Instructions

Data Entry Field Definitions and Directions

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 **	School systems 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.
School system's name **	School system's name. Note, for charter school systems or 1882 partners designating teachers working at a partner district campus(es), include the name of the school system, 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 will be included on the Staff Reported in Eligible Teaching Assignments List provided by TEA. For any teachers not included in the provided list, school systems must look up the TEA ID to include it. TEA ID can be looked up in ECOS or pulled in batch using the ECOS file transfer upload (will download). (See FAQs). Please enter numbers only and character length less than or equal to 7 digits, formatted as text. (e.g., 1234567, 7654321). **If the educator does not have a TEA ID, please use 0.**

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 school system-issued Teacher Incentive Allotment designation who have not qualified for a higher designation based on 2024-25 data, select "No designation." **No action is required to maintain an existing designation; selecting "No designation" will not affect the current designation status.**
2024-2025 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 2024-25 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 school system CDN number followed by 999. (e.g., 057906999, 257833999). Ensure leading zeroes are included.
2024-2025 Campus Name**	Enter the name of the primary campus where the educator was employed for the 2024-25 school year. The campus name should match the campus number. If no primary campus, enter "centrally assigned." **To ensure accurate campus names, download the directory file here.**
Still employed by school system **	Is the teacher still employed by the school system in a teaching role for the 2025-26 school year? Select "Y" for Yes or "N" for No. If they are still employed by the school system, but have moved to a non-teaching role, select "N."
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. Format column as text to 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 2024-25 school year.
First name of the appraiser (optional)	Enter the first name of the official appraiser for the 2024-25 school year.
Last name of the appraiser (optional)	Enter the last name of the official appraiser for the 2024-25 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.**

Frequently Asked Questions (FAQs)

1. **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 school system's PEIMS system or through the Unique ID application in TEAL. The district PEIMS coordinator and/or Human Resources department may access these applications.

2. **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 Staff Reported in Eligible Teaching Assignments List provided to districts in May. Because the provided Staff Reported in Eligible Teaching Assignments List may not be exhaustive, the school system may still need to look up the TEA ID for some teachers. If adding teachers who are not on the Staff Reported in Eligible Teaching Assignments 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."**

3. **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.

4. **Our designation system also includes support teachers who provide instruction in eligible assignments, such as interventionists and special education 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 of Record.

5. **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, is a local decision. Districts may report observation scores with decimals if averaging or weighting multiple observations from multiple appraisers.

6. **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 2025-26 and submission 2026. If you believe there is a mistake in your service IDs, please email tia@tea.texas.gov 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