

Guidelines

for the

Texas Academic Performance Report

2013-14 Report

The following guidelines have been developed by the Division of Performance Reporting of the Texas Education Agency to help districts understand their responsibilities regarding the Texas Academic Performance Reports. Please read these guidelines carefully.

Texas Education Code Chapter 39 requires each district's board of trustees to publish an annual report that includes the TAPR, campus performance objectives, a report of violent or criminal incidents, and information received under Texas Education Code §51.403(e) from the Texas Higher Education Coordinating Board. The board of trustees shall hold a hearing for public discussion of the report, and they shall widely disseminate the report within the district.

- 1. Publishing an Annual Report.** The TAPR comprises the main part of the district's annual report. Districts must publish the TAPR in the format prepared by TEA. Apart from the TAPR, districts must also include the PEIMS Financial Standard Reports (see item **2.** below), campus performance objectives (see item **3.** below), a report of violent or criminal incidents (see item **4.** below), and information received from the Texas Higher Education Coordinating Board (THECB) for each high school campus in the district (see item **5.** below). Districts may add narrative describing their schools; present additional data, charts, and diagrams, and give further explanation of the data prepared by TEA.

Of the materials provided by TEA to the district, those that must be made available to the public are the *Performance* and *Profile* sections for the district and for every campus in the district. Both the *Performance* and *Profile* sections are required to be published. For districts and campuses with bilingual and/or ESL data, the *Performance Bilingual Education/English as a Second Language Report* is included in the Performance section. Note that these results are included in the campus reports for the first time this year.

It is also helpful to provide a copy of the *TAPR Glossary*. Where appropriate, the Spanish version, the *Glosario*, should also be made available. The Spanish translation will be posted to the TAPR site in January. Other materials provided by TEA, such as these *Guidelines*, are for district or campus use only.

To access, save, and print your TAPRs, log on the Texas Education Agency Secure Environment (TEASE) website at:

<https://seguin.tea.state.tx.us/apps/logon.asp>

This search site is designed for district use only and provides the basic materials districts need to comply with the mandated publication requirements of the TAPR. See items **7.** and **8.** below for details on how to access and print reports off the TEASE site. Note that in early December all 2013-14 TAPR information will be made available to the public online at:

<http://ritter.tea.state.tx.us/perfreport/tapr/index.html>

2. **PEIMS Financial Standard Reports of 2012-2013 Financial Actual Information:** The financial section of the TAPR—for each district and campus—is provided by the Division of School Finance. These reports can be accessed through a link on the report, or by going directly to

<http://tea.texas.gov/financialstandardreports/>

For more information on these reports, please contact the Division of School Finance at (512) 463-9238.

3. **Campus Performance Objectives.** *Texas Education Code* §11.253 requires that each campus improvement plan set objectives based on the TAPR and periodically measure progress toward the performance objectives. These objectives must be approved by the local board of trustees and must be included in the published TAPR.
4. **Report on Violent or Criminal Incidents.** Texas statute requires every district to publish a report on violent or criminal incidents at their schools. This report is meant to be available for use and review by the public in the district; a copy does **not** need to be sent to TEA. It is a local responsibility to determine the format of this report and publish it. The content of the report should reflect the requirements in *Texas Education Code Chapter 39*. These requirements read, in part:

(a) The annual report must ... include:

- (4) a statement of the number, rate, and type of violent or criminal incidents that occurred on each district campus, to the extent permitted under the Family Educational Rights and Privacy Act of 1974 (20 U.S.C. Section 1232g);
- (5) information concerning school violence prevention and violence intervention policies and procedures that the district is using to protect students;
- (6) the findings that result from evaluations conducted under the Safe and Drug-Free Schools and Communities Act (SDFSCA) of 1994 (20 U.S.C. Section 7101 et seq.).

For clarification, please contact Priscilla Flores at (512) 463-2395, or see the Safe and Healthy Schools website at

http://tea.texas.gov/Texas_Schools/Safe_and_Healthy_Schools/

5. **Reports of Student Enrollment and Academic Performance.** Texas statute (TEC §39.306) requires every district to include with its TAPR a report on student performance in postsecondary institutions during the first year enrolled after graduation from high school. The THECB posts this data on its website at:

<http://www.txhighereddata.org/Interactive/HSCollLinkFilters/HSGradAcademicPerformance.cfm>

The most current report is titled *Report of 2011-2012 High School Graduates' Enrollment and Academic Performance in Texas Public Higher Education in FY 2013*. The first page of this document describes the data. Please read that page to understand what is reported. The list of individual high schools and their performance follows.

To comply with statutory requirements, find the information for your district, print it, and include it with the published TAPR. Explanations from the report's first page may be a useful addition to your published TAPR.

Data in the *Report of 2011-2012 High School Graduates' Enrollment and Academic Performance in Texas Public Higher Education in FY 2013* is given for individual high schools with more than 25 students; however, districts are not required to report grade point average results for individual high schools. If you choose to report only district level data, sum the individual high school data. If data for a district are masked due to small numbers of students, districts should still publish their section of the report, showing the masked data, just as they would publish any data that are masked in the TAPR. Questions about accessing these reports should be directed to the THECB at (512) 427-6153.

6. **Public Hearings.** A hearing for public discussion of the annual report must be held within 90 calendar days from November 21, 2014 (the release date to superintendents on TEASE). The winter holiday does not count toward the 90 days. Parents and property owners must be notified of the hearing. State law stipulates that notification **MUST** include "notice to a newspaper of general circulation in the district and notice to electronic media serving the district." This notice can be in the form of a press release or other announcement, but it must be made available to local print and electronic media (*i.e.*, newspaper, radio, and television). It must clearly state the date, time, and place of the hearing and explain the nature of the hearing. The hearing may be combined with a regularly scheduled meeting of the local board of trustees, but must be held at a reasonable time, when parents and taxpayers can attend. Within two weeks after the hearing, the TAPR must be widely disseminated within the district.
7. **How to Access the Reports.** The TEA-generated TAPRs are available on the TEASE website, as of November 21, 2014. Every superintendent should have a logon to this site, or have a designated staff member with access to the site.
8. **How to Print the Reports.** On the TEASE site, TAPRs are available as Portable Document Format (PDF) files.
 - a) Once on the TAPR site on TEASE, the search page allows for searches of the district TAPR and the campus TAPRs.
 - b) It is recommended that you save your TAPRs onto your own server or drive. This will give you instant access to the reports, and not leave you dependent on your secure internet connection.
 - c) When downloading the TAPRs for campuses, you have two choices: either a single campus, or all campuses.
 - d) Once you have the reports open on your computer, you are ready to print. The reports have been designed to allow for double-sided printing. Blank pages have been added after the cover page and at the end of every campus report that has an odd number of pages.
9. **Disseminating the Report.** Disseminating the report can be accomplished by directing the public to the district's local website or the agency's TAPR website. To accommodate members of the public without internet access, a copy of the full TAPR should be available at public places such as each school office, local businesses, and/or public libraries. Districts may also opt to distribute copies through email, by regular mail, or via students. The district

is responsible for finding the most efficient and cost-effective method of making the annual TAPRs available to the public.

10. Requirement for Notice. Statute requires that districts post the most current TAPRs on the district website by the 10th instructional day of the school year. While this statute does not require that the district website be updated with the latest TAPRs following the 10th instructional day of the year, you are strongly encouraged to make the 2013-14 reports available to the public on your own website. With the PDF version of the reports, this can be done easily. TEA's public website will have the TAPRs online (as HTML as well as PDF) in December. For more information on this requirement, see our FAQ at:

http://ritter.tea.state.tx.us/perfreport/3297_faq.html

11. Making Changes to Data: By the time TAPRs are generated it is too late for districts to correct any data printed on the reports. Corrections to PEIMS data used in the TAPR must be made using the procedures described in the *PEIMS Data Standards*, well ahead of the time the TAPRs are generated by TEA. The submission and resubmission period for PEIMS (Submission 1) was roughly from November 2013 through mid-January 2014. For changes to the STAAR results, college admissions test data, Advanced Placement tests, or International Baccalaureate tests, corrections must be handled through the appropriate testing contractor. However, if there are discrepancies between the data that appear on the TAPR and locally computed data, the district may add a statement to the reports explaining the discrepancies.

12. Publishing a Summary Report: In addition to publishing the full TAPR and having it available publicly, the district has the option to produce a shortened or summarized report, showing performance on key indicators. This summary must clearly indicate where and how to obtain a copy of the full report. Note that the *School Report Card*, (available in December 2014), provides a summary at the school level. (See item **16.** below)

13. Changes to this Year's Report:

- **STAAR Grades 5 & 8:** Reading and Math results will include cumulative first and second administrations.
- **EOC:** The EOC results will include the following:
 - English I / Reading I combined (2014 only)
 - English II / Reading II combined (2014 only)
 - Algebra I (2013 and 2014)
 - Biology (2013 and 2014)
 - U.S. History (2014 only)
- **TAKS**
 - **TAKS Exit-Level Cumulative** (district performance only) – This is reported for the Class of 2014, the last class tested under TAKS.
 - **TAKS Prior Year Failers** – Since there were no grade 11 TAKS results available in 2014, TAKS Prior Year Failers are no longer reported.
- **SSI:** Results are shown for one year only.
 - Students Meeting Phase-in 1 Level II Standard on First STAAR Administration
 - Students Requiring Accelerated Instruction
 - 1st administration only
 - STAAR only (no STAAR M/STAAR Alt/STAAR L/ELL PM)

- STAAR Cumulative Met Standard – STAAR only (no STAAR M/STAAR Alt/STAAR L/ELL PM)
 - STAAR Failers Promoted by Grade Placement Committee
 - STAAR Met Standard (Failed in Previous Year)
 - Promoted to Grade 6 or 9
 - Retained in Grade 5 or 8
- ***RHSP/DAP Graduates*** – Longitudinal rates are shown for the Class of 2013 and Class of 2012 and annual rates for the graduates in 2012-13 and 2011-12.
- ***TSI Higher Education Readiness Component*** – Since there were no grade 11 TAKS results available in 2014, the TSI Higher Education Readiness Component is no longer reported.
- ***Class Size Averages by Grade and Subject*** – “Mixed Grades” is no longer reported as a grade.
- ***Other Performance Indicators:*** Other indicators are shown in a similar manner as in prior year reports; see the TAPR Glossary for more information.
- ***Additional Information Released in January 2015:*** Additional reports and downloadable data files—including numerators and denominators for the current student groups and disaggregations of additional student groups—will be available via the Texas Performance Reporting System (TPRS) in January 2015.

14. Other Data Issues: In releasing these reports to the public and the media, districts are encouraged to include a copy of the *TAPR Glossary*. Districts may explain any discrepancies between locally-computed statistics and the values received from TEA. The following are some of the most commonly requested explanations for perceived discrepancies between state and local data. (Districts may wish to include any or all of these.)

- ***Time frame:*** The time of data collection varies from indicator to indicator. For example, test scores for the ACT and SAT may be from tests taken when graduating seniors were juniors, or even sophomores. Dates of data sources are given in the *TAPR Glossary*.
- ***Static versus Dynamic Data Sources:*** Most of the data provided are derived from collections compiled at a specific time to create an annual statistic. Districts may maintain cumulative or dynamic sets of similar information, which they may wish to provide locally. An example of this might be the current enrollment.
- ***The “October” or “Accountability” Subset:*** STAAR results are adjusted to account for student mobility. Only results for students who were enrolled in the campus or district as of October 25, 2013 (for the spring 2014 test) were included in the TAPRs. See the *TAPR Glossary* or the *2014 Accountability Manual* for a more complete explanation of the subset criteria.
- ***Masking:*** Masking rules are applied to results of the STAAR tests in order to be in compliance with the federal Family Educational Rights and Privacy Act (FERPA). Other performance indicators are also masked, such as AP/IB and SAT/ACT results. For more information on masking rules and symbols, please see the Explanation of Masking, available online in December at

<http://ritter.tea.state.tx.us/perfreport/tapr/2014/masking.html>

- 15. Explanation to Parents and Staff:** As previously mentioned (see item 6.), districts are required to notify parents (including anyone having lawful control of a student), property owners, and the local media of the TAPR hearing for public discussion. Beyond that, the superintendent may want to encourage principals to meet with staff to discuss their campus report; and, following public discussion, schedule presentations of the information at meetings of the local parent-teacher organization. The material TEA provides on this website is designed to provide all the basic information needed to understand the TAPR.
- 16. School Report Card (SRC):** The 2013-14 SRC will be released on the TEA website to districts in December 2014. Schools are required to disseminate SRCs to parents or guardians within six weeks of receipt of the report card from TEA. More information regarding district and campus responsibility for disseminating the SRC is provided with the report card release.