Guidelines

December 2016

2015–16 Texas Academic Performance Report

The intent of these guidelines is to help districts fulfill their legal responsibilities regarding the annual report of their educational performance and the Texas Academic Performance Report (TAPR). Please read these guidelines carefully.

These guidelines are not a substitute for districts' knowledge and full understanding of Texas Education Code §39.306 and §39.362 or 19 TAC, §61.1022 of the Texas Administrative Code.

The Texas Education Code (TEC), §39.306, requires each district's board of trustees to publish an annual report that includes the TAPR, district accreditation status, campus performance objectives, information on violent or criminal incidents, and information on the performance of the previous year's graduates in their first year of college, as reported by the Texas Higher Education Coordinating Board (THECB).

Each district's board of trustees must hold a public hearing to discuss the district's annual report within 90 days of receiving the final TAPR on November 30, 2016 (winter break not included). Within two weeks following the public meeting, each district must widely publish its annual report, including posting it on the district website and other public places.

1. **Annual Report** The final TAPR comprises the main part of the district's annual report, and it must be published in the same format as provided by TEA. In addition to the final TAPR, a district's annual report must include the PEIMS Financial Standard Reports, district accreditation status, campus performance objectives, a report of violent or criminal incidents, and information received from the THECB for each high school campus. Districts may include supplemental information, such as a narrative describing their schools; additional data, charts, and diagrams; or an explanation of the data prepared by TEA.

   Districts are encouraged to provide a copy of the *TAPR Glossary*. The glossary provides definitions, describes methodologies, and lists sources for each data point in the TAPR. The glossary was posted on the TEA public website at the same time as the public release of the preliminary TAPR; the Spanish version of the glossary is scheduled for release in January. Other materials provided by TEA, such as these guidelines, are intended for district or campus use but may be shared with the public.

2. **PEIMS Financial Standard Reports (2014–15 Financial Actual Reports)** The financial section of the TAPR is provided by the Office of School Finance. These reports can be accessed from a link on the last page of the TAPR or at http://tea.texas.gov/financialstandardreports/.

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

3. **District Accreditation Status** Each district annual report must include the 2015–16 accreditation status according to TEC §39.051. Information on accreditation status is available online at http://tea.texas.gov/accredstatus/.

4. **Campus Performance Objectives** Texas Education Code, §11.253, requires each campus to have an improvement plan with performance objectives and to measure progress toward meeting these objectives. Both the objectives of each campus and each campus' progress toward meeting those objectives must be included in the district's annual report.

5. **Report on Violent or Criminal Incidents** The annual report must include information about violent or criminal incidents that occur on each campus. Each district determines the format of its report but must include the following:

   - The number, rate, and type of violent or criminal incidents that occurred on each campus, to the extent permitted under the Family Educational Rights and Privacy Act
   - Descriptions of school violence prevention and violence intervention policies and procedures used to protect students
   - Findings from evaluations conducted under the Safe and Drug-Free Schools and Communities Act

   For more information about the report of violent or criminal incidents, please see the Safe and Healthy Schools website at http://tea.texas.gov/Texas_Schools/Safe_and_Healthy_Schools/.

6. **Student Performance in Postsecondary Institutions** Texas Education Code, §51.403(e), requires postsecondary institutions in Texas to report student performance during the first year of enrollment after high school graduation to the high school from which students graduated. Districts must include this information in the annual report.

   The Texas Higher Education Coordinating Board (THECB) publishes a report listing this information for each high school in Texas (sorted by county and district) on its website at http://www.txhighereddata.org/Interactive/HSCollLinkFilters/HSGradAcademicPerformance.cfm. The report is titled *Report of 2013–2014 High School Graduates' Enrollment and Academic Performance in Texas Public Higher Education in FY 2015*. The first page explains the purpose of the report and data calculation methods.

   If data for a district are masked due to small numbers of students, that district should still publish its section of the report, showing the masked data, just as it 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.

7. **Public Hearings** Districts must hold a hearing for public discussion of the annual report within 90 calendar days of November 30, 2016 (the date of the release of the final TAPR). Winter holidays do not count toward the 90 days. Districts may combine the hearing with a regularly scheduled meeting of the local board of trustees. Districts must notify property owners, parents, and others in a parental relationship to students of the hearing. This notification, which can be in the form of a press release, 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.

8. **Access to the TAPR** The TAPR is available through TEASE (https://seguin.tea.state.tx.us/apps/logon.asp) or the TEA public website (https://rptsvr1.tea.texas.gov/perfreport/tapr/index.html). The TAPR PDFs are designed to allow for two-sided printing. Blank pages have been added after the cover page and where needed ensuring that each report is an even number of pages.

   TEASE is for district use only and provides the basic materials districts need to meet the legal requirements related to TAPR.

9. **Publishing the Report** A district can upload its TAPR to the district website or direct others to the TAPR on the TEA website. To accommodate those without internet access, a copy of the annual report should be made available in public places such as school offices, local businesses, or public libraries. Districts may also distribute copies through email, standard mail, or by sending the reports home with students. Each district is responsible for finding the most efficient method of making the annual reports widely available to the public.

10. **Requirement for Notice on District Website** Texas Education Code §39.362 requires each district to post the most recent TAPR on its website by the 10th instructional day of the school year. This responsibility is separate from widely releasing the annual report to the public. While statute does not require a district to update its website with the latest TAPR after the 10th instructional day, TEA strongly encourages districts to update their websites with the final 2015–16 TAPR.

11. **Data Modification** By the time the TAPR is published, the window to correct inaccurate data submitted by a district has already closed. Districts must correct PEIMS data used in the TAPR according to the procedures described in the *PEIMS Data Standards.* Districts must submit corrections to STAAR results, college admissions test data, Advanced Placement tests, or International Baccalaureate tests to the appropriate testing contractor. A district may include in its annual report an explanation of any discrepancies between the TAPR and locally computed data.

12. **Summary Report** In addition to publishing the complete TAPR in its annual report, a district can develop and release a summarized report showing performance on key indicators. This summary must clearly indicate where and how to obtain a copy of the full report.

13. Changes to this Year's Report

- **STAAR Grades 3–8 Mathematics, STAAR A, and STAAR Alternate 2 (all grades and subjects)** These results are included in the 2015–16 TAPR. They were excluded from the 2014–15 TAPR.
- **Absence of 2015 STAAR Data** Only STAAR data for 2016 is shown because a direct comparison of 2016 to 2015 is not possible due to the exclusion of STAAR A, STAAR Alternate 2, and grades 3–8 mathematics.
- **Student Success Initiative (SSI)** Results are shown based on STAAR, STAAR A, and STAAR L at the Level II Standard. No ELL progress measure students are included.
  - Reading and mathematics for
    - Students Meeting Level II Standard on First STAAR Administration
    - Students Requiring Accelerated Instruction
    - STAAR Cumulative Met Standard
    - STAAR Non-Proficient Students Promoted by Grade Placement Committee
    - STAAR Met Standard (Not Proficient in Previous Year)
      - Promoted to Grade 6 or 9
      - Retained in Grade 5 or 8
- **Grades 5 and 8 Level II Satisfactory Standard Rates** Cumulative passing rates for the first two administrations of STAAR are shown for reading and mathematics.
- **Graduation Plan Rate** Lines have been added that indicate the percentage of students who graduated under the following graduation plans:
  - FHSP-E Longitudinal Rate (Class of 2015)
  - FHSP-DLA Longitudinal Rate (Class of 2015)
  - RHSP/DAP/FHSP-E/FHSP-DLA Longitudinal Rate (Class of 2015)
  - FHSP-E Annual Rate (2014–15 Graduates)
  - FHSP-DLA Annual Rate (2014–15 Graduates)
  - RHSP/DAP/FHSP-E/FHSP/DLA Annual Rate (2014–15 Graduates)
- **AP/IB Course Completion** Line has been added to Postsecondary Readiness section to include AP/IB course completion for 2014–15 graduates.
- **Texas Success Initiative Assessment (TSIA)** Lines have been added to Postsecondary Readiness section to include the 2014–15 performance on TSI assessments through October 2015 for 2014–15 graduates.
- **Completion of Two or More Advanced/Dual Credit Courses in Current and/or Prior Year** Line has been added to Postsecondary Readiness section to list annual graduates' completion of two or more advanced/dual credit courses.
- **Completion of Twelve or More Hours of Postsecondary Credit** Line has been added to Postsecondary Readiness section to list annual graduates' completion of twelve or more hours of postsecondary credit.

14. **Common Questions** Districts are encouraged to make a copy of the *TAPR Glossary* available locally. The glossary provides definitions, describes methodologies, lists sources for data in the TAPR, and answers many of the most commonly asked questions. Following are some of the most common causes of perceived inaccuracies in the TAPR or discrepancies between state and local data.

    - **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. The TAPR Glossary provides additional information on data sources.
    - **Static and Dynamic Data Sources** The TAPR compiles most data sets at a specific point in time to create an annual statistic. Districts that maintain cumulative or dynamic sets of similar information, such as student enrollment, may show different results.
    - **The Accountability Subset** The TAPR includes the STAAR results of only those students enrolled in the campus or district as of October 30, 2015 (for the spring 2016 test). See the TAPR Glossary or the 2016 Accountability Manual for a more complete explanation of the accountability subset criteria.
    - **Masking** The TAPR applies masking rules to STAAR assessment results and other performance indicators when needed to comply with the federal Family Educational Rights and Privacy Act. For more information on masking rules and symbols, please see the explanation of masking on the TEA website at https://rptsvr1.tea.texas.gov/perfreport/account/2016/masking.html.

15. **Recommended Meetings** Beyond the requirement to widely publish the district annual report and TAPR, a superintendent may encourage principals to meet with staff to discuss their campus report and, following public discussion, schedule presentations of the information at meetings of local parent-teacher organizations.