

Guidelines

for the

Academic Excellence Indicator System

2007-08 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 Academic Excellence Indicator System reports. Please read these guidelines carefully.

Texas Education Code §39.053 requires each district's board of trustees to publish an annual report that includes the AEIS report; 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 AEIS report comprises the main part of the district's annual report. Districts must publish the AEIS report in the format prepared by TEA. Apart from the AEIS report, districts must also include campus performance objectives (see item **2.** below), a report of violent or criminal incidents (see item **3.** below), and information received from the Texas Higher Education Coordinating Board (THECB) for each high school campus in the district (see item **4.** 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: (1) the Performance and Profile sections for the district and for every campus in the district; and (2) the Campus Comparable Improvement Reports. It is also helpful to provide a copy of the *AEIS Glossary*. Where appropriate, the Spanish version *Glosario* should be made available. Other materials provided by TEA, such as these *Guidelines*, are for district or campus use only.

The information specified above will not be mailed to districts and schools; it must be downloaded from the internet. To access and print the reports and *Glossary*, log onto 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 AEIS. See items **6.** and **7.** below for details on how to access and print reports off the TEASE site. Note that on November 20, 2008, all 2007-08 AEIS information will be made available to the public online at

<http://www.tea.state.tx.us/perfreport/aeis/2008/index.html>

- 2. Campus Performance Objectives.** *Texas Education Code* §11.253 requires that each campus improvement plan set objectives based on the AEIS report 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 AEIS report.

3. 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 statute. *Texas Education Code* §39.053. Performance Report reads, 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.) and its subsequent amendments;

For clarification on information related to the SDFSCA, please contact Carolyn Smyrl, Program Administrator for Safe and Drug-Free Schools and Communities (SDFSC) at 512-463-3070. For questions about violent or criminal incident information as reported on the PEIMS 425 Record, please contact Leslie Smith, Program Specialist on Chapter 37 at (512) 463-3070.

4. Reports of Student Enrollment and Academic Performance. Texas statute requires every district to include, with their performance report, information received under Texas Education Code §51.403(e). This information, provided to districts from the Texas Higher Education Coordinating Board (THECB), reports on student performance in postsecondary institutions during the first year enrolled after graduation from high school.

To meet the requirement of TEC §51.403(e), you may use the most current THECB report available. To access the *Annual Texas Success Initiative Texas Higher Education Assessment/Alternative (THEA/A) Test Report of Student Performance*, go to:

<http://www.txhighereddata.org/Interactive/HSCollLink.cfm>

Scroll to the bottom of the web page, and look under the heading *Annual TSI/Alternative Test High School Summary Report* for the most current information, and click on the link. Once in the report, go to the third page, and click on the “Data Supplement” link. That will download an Excel document showing data for all districts, arranged by county name.

To comply with statutory requirements, find the information for your district, print it, and include it with the published AEIS report. Within the THECB report are explanations which may be a useful addition to your published AEIS report. To protect privacy, results are not published for individual high schools (or districts with a small number of students attempting the TSI Test). Districts are not required to report TSI results for individual high schools. 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 AEIS report. Questions about accessing these reports should be directed to the THECB at (512) 427-6101.

5. Public Hearings. A hearing for public discussion of the annual report must be held within 90 calendar days from November 6, 2008 (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 AEIS report must be widely disseminated within the district.

- 6. How to Access the Reports.** The TEA-generated AEIS reports are available on the Texas Education Agency Secure Environment (TEASE) website, as of November 6, 2008. Every superintendent should have a logon to this site, or have a designated staff member with access to the site. The reports will be added to the public site later in the month.
- 7. How to Print the Reports.** On the TEASE site, AEIS reports are only available as Portable Document Format (PDF) files.
 - a) Once on the AEIS site on TEASE, the search page allows for searches of sets of reports: A) the Comparable Improvement reports; B) the district AEIS report; and C) the campus AEIS reports. Because only your district is made available to you through the TEASE site, there is no need to enter your district name or number.
 - b) These reports are generated upon request. If you are a large district, or have a slower internet connection, you may experience a wait for the reports. If the reports do not run successfully for you, please contact the Division of Performance Reporting at (512) 463-9704.
 - c) It is recommended that you save your AEIS reports onto your own computer or a removable disk or drive. This will give you instant access to the reports, and not leave you dependent on your secure internet connection. You can save a report from the Acrobat window by clicking on the “disk” icon. See the *help page* for greater detail on how to save reports.
 - d) When running C), the AEIS reports for campuses, you have two choices: either to select all campuses, or a third of the campuses at a time. With a fast internet connection, a full set of campus reports can be run quickly for almost all districts (the first choice).
 - e) 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.
- 8. Disseminating the Report.** Disseminating the report can be accomplished by directing readers to the agency’s AEIS website or to your local website. To accommodate members of the public without internet access, a copy of the full AEIS report should be posted to at least one public place such as each school office, local businesses, and/or public libraries. Districts may also opt to distribute copies through mailings or via students. The district is responsible for finding the most efficient and cost-effective method of making the annual AEIS reports available to the public.
- 9. Requirement for Notice.** Texas Education Code §39.252 requires that districts post the most current AEIS reports 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 AEIS reports following the 10th instructional day of the year, districts are strongly encouraged to make the 2007-08 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 AEIS reports online (as HTML as well as PDF) by late November. For more information on this requirement, see our FAQ at:

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

10. Making Changes to Data: By the time AEIS reports are generated, it is too late for districts to correct any data printed on the reports. Corrections to PEIMS data used in the AEIS report must be made using the procedures described in the *PEIMS Data Standards*, well ahead of the time the AEIS reports are generated by TEA. The submission and resubmission period for PEIMS (Submission 1) was roughly from November 2007 through mid-January 2008. For changes to the TAKS 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 AEIS report and locally computed data, the district may add a statement explaining the discrepancies.

11. Publishing a Summary Report: In addition to publishing the full AEIS report 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 mid-December 2008), provides such a summary at the school-level. (See item **15.** below)

12. Changes to this Year's AEIS:

- **TAKS (Accommodated):** Performance on TAKS (Accommodated) for the following subjects and grades is included in the performance shown on AEIS:
 - Science (grades 5, 8, 10, & 11)
 - Science (grade 5 Spanish)
 - Social Studies (grades 8, 10, & 11)
 - English Language Arts (grade 11)
 - Mathematics (grade 11)

This affects the following indicators on the AEIS:

- TAKS Met 2008 Standard, shown by grade
 - TAKS Met 2008 Standard, shown summed across grades
 - TAKS Commended Performance
 - Texas Success Initiative (both ELA and mathematics)
 - Comparable Improvement (grade 11 only)
- **TAKS 2010 Preview:** The preview indicator includes performance on all TAKS (Accommodated) tests, in all subjects, all grades. Only one year, 2008, is available for preview, because TAKS (Accommodated) tests were first administered to all grades and subjects in 2008.
 - **Grade 8 Science:** TAKS Grade 8 science results are based on the 2008 student passing standard—Panel Recommendation (PR). Grade 8 science results are shown by grade, and are included in the *summed across grade* accountability indicators and the *Commended Performance* results. Note that the 2007 TAKS grade 8 science performance shown on this year's reports will not match what appeared in the 2006-07 AEIS report. On the 2007-08 AEIS reports, grade 8 science is shown at PR for both years, to allow for meaningful comparison across years.

- **Participation:** “TAKS-M Only” has been added to the *Tested* subsection, and SDAA II has been deleted. “ARD Exempt” has been deleted from the *Not Tested* subsection. Please refer to the graphical explanation of the “participation” section which is provided as *Appendix E* in the *Glossary* for more information.
- **Student Success Initiative:** 2008 is the first year for the student success initiative at the grade 8. TAKS grade 8 reading and mathematics performance is included in this indicator. Only one year is available, for the first two measures: (1) *Students Requiring Accelerated Instruction*, and (2) *TAKS Cumulative Met Standard*.
- **English Language Learners Progress Measure:** For 2008, the RPTE has been replaced by the Texas English Language Proficiency Assessment System (TELPAS). Because two years of comparable assessment data are not yet available, the ELL progress measure cannot be computed in 2008. A progress measure based on two years of TELPAS results will be reported for the first time on the 2009 AEIS reports.

13. Other Data Issues: In releasing these reports to the public and the media, districts are encouraged to include a copy of the *AEIS 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 *AEIS 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 cumulative number of recovered dropouts.
- **The “October” or “Accountability” Subset:** TAKS and TAKS (Accommodated) results are adjusted to account for student mobility. Only passing rates for students who were enrolled in the campus or district as of October 26, 2007 (for the spring 2008 test) were included in the AEIS reports. See the *AEIS Glossary* for a more complete explanation of which students are included in each of the TAKS indicators. Also see Table 4 in the *2008 Accountability Manual* for examples.
- **Masking:** Masking rules are applied to results of the TAKS and TAKS (Accommodated) 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 graphic of a sample AEIS report provided in the *Glossary*.

14. Explanation to Parents and Staff: As previously mentioned (see item 5.), districts are required to notify parents (including anyone having lawful control of a student), property owners, and the local media of the AEIS 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 AEIS report.

15. School Report Card (SRC): The SRC will be released on the TEA website to districts in mid-December of 2008. 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.