



2022 Accountability Data Appeals Guidance

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Section 1. Overview

The accountability data appeals process allows districts to resolve issues related to accountability data in line with federal and state guidelines. This document explains the timeline and parameters for submitting an accountability data appeal. Please contact TNEA.Accountability@tn.gov for questions not addressed in this document.

Section 2. Accountability Data Files Release and Appeals Timeline

As shown in the table, the appeals will occur in three windows following each batch of data release.

- Appeals Window 1—July 11-22:** A batch of assessment files listed in Table 1 will be released on **July 11**, which opens the first appeals window. All appeals for assessment files (i.e., TCAP, MSAA, Grade 2 assessments), ELPA, and Chronically Out of School data files should be submitted by **5 p.m. CDT on July 22**. Appealable and non-appealable files are specified in Table 1. All data files released within this window will be finalized and released on the Accountability application on **July 25**.
- Appeals Window 2—August 1-12:** All accountability data files, school/district designations, TVAAS data files, and Heat Map files will be released on August 1, which opens the second appeals window. All appeals for the appealable files should be submitted by **5 p.m. CDT on August 12**. Appealable and non-appealable files are specified in Table 1. All data files released within this window will be finalized and released on the Accountability application on **August 15**.
- Appeals Window 3—August 8-19:** TCAP-Alt assessment files will be released on August 8, which opens the third appeals window. All appeals for TCAP Alt data files should be submitted by **5 p.m. CDT on August 19**. All data files released within this window will be finalized and released on the Accountability application on **August 22**.

Appeals submitted after 5 p.m. CDT on the last day of the appeals windows will be automatically denied. All data files will be released on the Accountability application, and all appeals should be submitted to TNEA.Accountability@tn.gov. Districts will receive decision letters from the department regarding appeal decisions.

Table 1. Accountability Data Files Release and Appeals Timeline

Appeals Window 1		
Date	Milestone	Delivery Medium
July 11, 2022	Data files released: <ul style="list-style-type: none"> TCAP Assessment data files (including TCAP, MSAA, Grade 2 Assessment) English Language Proficiency Assessment data files (WIDA ACCESS) Chronically Out of School data files Graduation Rate data files <i>Ready Graduate</i> data files ACT/SAT substitution data 	Accountability Application
July 11-22, 2022	Appealable data files: <ul style="list-style-type: none"> TCAP Assessment data files ELPA Assessment data files Chronically Out of School data files 	Appeals should be submitted to TNEA.Accountability@tn.gov .

July 25, 2022	Data files finalized: <ul style="list-style-type: none"> • TCAP Assessment data files • ELPA Assessment data files • Chronically Out of School data files • Graduation Rate data files • <i>Ready Graduate</i> data files • ACT/SAT substitution data 	Accountability Application
Appeals Window 2		
August 1, 2022	Data files released: <ul style="list-style-type: none"> • Accountability data files • Accountability designations • TVAAS data files available • Heat Map files available 	Accountability Application
August 1-12, 2022	Appealable data files: <ul style="list-style-type: none"> • Accountability data files • Accountability designations 	Appeals should be submitted to TNEA.Accountability@tn.gov.
August 15, 2022	Data files finalized: <ul style="list-style-type: none"> • Accountability data files • Accountability designations • TVAAS data files available • Heat Map files available 	Accountability Application and TDOE website
Appeals Window 3		
August 8, 2022	Data files released: <ul style="list-style-type: none"> • TCAP-Alt science and social studies 	Accountability Application
August 8-19, 2022	Appealable data files: <ul style="list-style-type: none"> • TCAP-Alt science and social studies 	Appeals should be submitted to TNEA.Accountability@tn.gov.
August 22, 2022	Data files finalized: <ul style="list-style-type: none"> • TCAP-Alt science and social studies 	Accountability Application and TDOE website

As presented in Table 1, several files are not subject to appeals due to various reasons (e.g., underwent prior appeals process). Additionally, the department works with various vendors (e.g., Pearson, SAS, ACT, College Board, WIDA, etc.) to produce data files used in Accountability results. Our priority is to deliver files with accuracy; therefore, the department will adhere to processes to ensure quality assurance of data files. Milestones dates are estimates and are intended to provide guidance around when to expect results. However, the production of TDOE files depend on vendor delivery, and these dates may be adjusted accordingly.

Section 3. Submission Process

Districts submitting appeals must explain the appealable issues **in a letter on district letterhead** which must be **submitted by the district's director of schools**. Districts must submit this letter along with any supporting documentation providing evidence to TNEA.Accountability@tn.gov.

Section 4. Accountability Appeals Parameters

4.1. Appealable Issues

Districts may submit appeals in certain circumstances to correct major, systematic data errors or calculation errors made by the department. Below is a list of appealable issues:

- **Department Errors**
 - Districts may appeal if the calculation errors are made by the department (i.e., the calculations differ from the process outlined in the [2021-22 Accountability Protocol](#)).
- **Special Circumstances**
 - Districts may appeal if there are systematic and uncorrectable district data errors that are outside of district control. The department requires documentation to consider appeals of systematic data errors.

4.2. Non-Appealable issues

The department will deny requests to update student demographic data information. All demographic data corrections must occur in EIS before the end of the testing window.

Section 5. Frequently Asked Questions

Who is granted access to the Accountability application, and where can I access it?

Only district-level (central office) employees with permission from the director of schools are eligible to access the Accountability application. Eligible personnel can access the site through [Single Sign On](#).

How does the department calculate accountability determinations?

Please consult the [2021-22 Accountability Protocol](#) for details.

Under what circumstances may a district submit an appeal?

Districts may submit an appeal when the error is due to a calculation error made by the department or it occurred under special circumstances. Please see [Section 4](#) of this document for more guidance.

What is the process for submitting an appeal?

Districts must submit appeals on district letterhead from the director of schools detailing the district's appeals. Districts should include documentation and justifications for each student in the email to TNE.Accountability@tn.gov.

What is the deadline for submitting an appeal?

There are three deadlines for accountability data files appeals:

- **July 22, 2022, by 5 p.m. CST**, is the last day for submitting appeals for the assessment files (i.e., TCAP, MSAA, Grade 2 assessments), ELPA, and Chronically Out of School data files.
- **August 12, 2022, by 5 p.m. CST**, is the last day for submitting appeals for the accountability data files and school/district designations.
- **August 19, 2022, by 5 p.m. CST** is the last day for submitting appeals for the TCAP-Alt assessment files.

More information regarding data release dates is available in [Section 2](#) of this document.

If the department denies a district appeal, may the district appeal the decision?

No, the department's appeals decisions are final.

Where should districts direct any questions or concerns relating to accountability data and appeals?

Districts should submit all accountability-related inquiries to TNE.Accountability@tn.gov.