

2024-25 College and Career Readiness (CCR) Data Verification Guide: Phases II and III

September 2025

The 2024-25 College and Career Readiness (CCR) data verification process has **three distinct phases**. The Phase I process is described in detail in the [Phase I Guide](#). ***This document explains the data files, timeline, process, and parameters for submitting an appeal during Phases II and III.*** Please contact TNEA.Accountability@tn.gov for questions not addressed in this document.

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Section 1. Overview

The purpose of the College and Career Readiness (CCR) Data Verification process is to finalize the underlying data elements that will be used to inform three key CCR related data metrics: 1) the *Ready Graduate* indicator used in the state’s federal accountability system; (2) the CCR indicator used in the state’s school letter grade system; and (3) the Tennessee Investment in Student Achievement (TISA) High School Outcome Goal 1 Target used in TISA funding calculations.

The 2024-25 CCR Data Verification process involves three distinct phases. The objectives of each phase are summarized below:

- Phase I Objectives**— Districts review all existing CCR related data obtained between August 1, 2020, and July 31, 2024, and submit appeals as needed. At a minimum, districts shall correct data used to inform the three key CCR data metrics (i.e., *Ready Graduate* indicator, CCR indicator, and TISA High School Outcome) for the 2024-25 graduating class and the 2024-25 graduating cohort.
- Phase II Objectives**— Districts submit and review all existing CCR related data obtained between August 1, 2024, and July 31, 2025, and submit appeals as needed. At a minimum, districts shall correct data used to inform the three key CCR data metrics (i.e., *Ready Graduate* indicator, CCR indicator, and TISA High School Outcome) for the 2024-25 graduating class and the 2024-25 graduating cohort.
- Phase III Objectives**— By the end of Phase III, the 2024-25 data files, 2024-25 CCR data file, and 2024-25 TISA High School Outcome data files will be finalized.

The Phase I process, described in detail in the [2024-25 CCR Phase I Guide](#), concluded on August 8, 2025. This document helps districts navigate the processes and timelines of verifying Phase II ([Section 2](#)) and Phase III ([Section 3](#)) data. Any questions about the 2024-25 CCR verification process can be sent to TNED.Accountability@tn.gov. Table I summarizes key tasks and timeline for Phases II and III.

Table 1. Overview of 2024-25 CCR Data Verification Phases II & III Process and Timeline

2024-25 CCR Data Verification Process and Timeline Overview	
Phase II: Current School Year Data Submission, Review, and Appeals	
Objectives: Districts submit and review <i>all existing CCR related data obtained between August 1, 2024, and July 31, 2025</i> , and submit appeals as needed. At a minimum, districts shall correct data used to inform the three key CCR data metrics (i.e., <i>Ready Graduate</i> indicator, CCR indicator, and TISA High School Outcome) for the 2024-25 graduating class and the 2024-25 graduating cohort.	
Important notes. The start of the Phase II timeline is driven by the availability of the AP, IB, CIE, and CLEP testing data from the test vendors. The department typically receives these testing records between mid- and late-September; hence, the earliest start date possible is early October. It is also essential to note that the Phases II and III timeline is built to ensure that the state letter grade data goes public prior to the winter break; hence, the timeline is tight and intensive. Districts shall review the Phases II and III timeline and make an appropriate staffing plan accordingly to ensure the required tasks can be accomplished by the specified timeline. This further highlights the importance of completing Phase I tasks by the end of Phase I, so that time and resources can be allocated to focusing on Phases II and III data issues when Phases II and III windows open.	
District Tasks: Data Review and Appeals	Timeline
Data files containing CCR related industrial certifications, test records, and the associated course enrollment and completion records <i>between August 1, 2024, and July 31, 2025</i> , will be released to districts for review and appeals. These files are:	Appeals submission window: October 1–21, 2024

2024-25 CCR Data Verification Process and Timeline Overview

- 2024-2025 ACT/SAT data file¹
- 2024-2025 CLEP data file
- 2024-2025 ASVAB/AFQT data file
- 2024-2025 AP/IB/CIE/SDC data file
- 2024-2025 DE data file
- 2024-2025 LDC data file

The department will release the 2024-25 IC data in Phase II for district reference. This data shall be finalized through the CTE IC Reporting process² and can no longer be appealable during the CCR data verification window.

To assist districts in navigating the data review process, the department will release additional preliminary data files that are not appealable but can be used as a resource guide to inform their review decisions. These files are:

- Phase II CCR Data Quality Report
- Phase II EPSO course list
- Phase II CCR Roster³
- 2024-25 Preliminary ACT/SAT Participation Rate data files
- Preliminary student-level RG, CCR, TISA summary data files

Important. Phase II has a much tighter timeline in comparison with Phase I, with the fall break and Thanksgiving holidays. Districts shall plan accordingly to ensure resources are allocated to complete the required tasks within the specific timeline.

Initial response:
November 5, 2025

Remediation window: November 6–November 10, 2025

Final response:
November 14, 2025

Phase III: Cohort and TISA CCR Summary Data Review and Appeals

Objectives: By the end of Phase III, the 2024-25 *Ready Graduate* data files, 2024-25 CCR data file, and 2024-25 TISA High School Outcome data files will be finalized.

District Tasks: Data review and appeals

In Phase III, data files finalized by Phase II will be used to update three summary data files listed below. Districts shall submit appeals as needed.

- Student-level TISA summary data file
- Student-level CCR summary data file
- Student-level *Ready Graduate* summary data file

Important. TISA graduate and cohort memberships will be finalized by the end of the 2024-25 Cohort process; these rosters are not appealable during CCR Phase III.

Timeline

Appeals submission window: November 17–21, 2025.

TDOE final response:
November 26, 2025

¹ The 2024-25 ACT/SAT data file will contain two data tabs. The first tab contains all ACT/SAT scores obtained in 2024-25. The second tab contains the highest ACT/SAT score earned by the 2024-25 graduating cohort, which is used to calculate ACT/SAT participation rate for federal accountability purposes and determine whether the students in the graduating cohort meet the ACT/SAT benchmark for Ready Graduate, CCR, and TISA reporting purposes. In Phase II, districts will be able to submit medical exemption for students who did not take ACT/SAT due to medical reasons and remove them from the ACT/SAT participation rate calculation. More information will be provided in Phase II.

² Districts shall verify and finalize all ICs completed in the 2024-25 school year during the CTE IC Reporting window. Resources to support IC reporting are available on the Tennessee Promoted Student Industry Credentials webpage. Any questions related to IC report shall be directed to Candi.Collier@tn.gov.

³ During Phase II, students are assigned to the school and district of their most recent enrollment.

2024-25 CCR Data Verification Process and Timeline Overview

Additional school- and district-level files will be provided for CCR and *Ready Graduate* metrics. These files are for review only given that any changes made to the student-level file will subsequently change the school-level and district-level files.

- Phase III CCR Roster⁴
- School-level CCR summary data file
- School-level *Ready Graduate* summary data file
- District-level *Ready Graduate* summary data file

⁴ During Phase III, students in the CCR and *Ready Graduate* summary files are assigned to their accountable cohort school and district, while students in TISA summary files are assigned to the districts that will receive TISA funding, as determined during the 2024-25 Cohort process.

Section 2. Phase II Process and Timeline

Phase II is designed to finalize all underlying 2024-25 CCR data elements that will be used to inform the three key CCR data metrics (i.e., *Ready Graduate* indicator, CCR indicator, and TISA High School Outcomes) for the 2024-25 graduating cohort and 2024-25 graduating class. For that purpose, districts will be involved in one major task: review and appeal new testing records collected from the 2024-25 school year.

2.1 Data Review and Appeals

In Phase II, districts will review and submit appeals for any CCR data elements completed during the 2024-25 school year (August 1, 2024–July 31, 2025). For the purposes of Phase II, a total of 12 data files will be released. Some are appealable while others are not as discussed in the following sections.

2.1.1. Appealable Data Files

The department will release six data files for district review and appeals⁵. They are:

- **2024-25 ACT/SAT data file** includes all ACT/SAT tests completed between August 1, 2024, and July 31, 2025. **Important note.** Only ACT administrations that include the science subtest will be included in this file. The department will only use ACT composites that include all four ACT subtests (English, Math, Reading, and Science) for *Ready Graduate*, CCR, and TISA calculations. For any ACT administrations in which the Science subtest score is not incorporated in the calculation of the overall ACT composite, the department will calculate the composite according to the business rules outlined in [Section 2.6.1](#) of ACT Technical Manual.
- **2024-25 CLEP data file** includes students' CLEP test records for the 2024-25 school year.
- **2024-25 AP/CIE/IB/SDC data file** includes students' AP/CIE/IB/SCD course enrollment and completion record linked with test scores from the 2024-25 school year.
- **2024-25 Dual enrollment (DE) data file** includes students' DE course enrollment and completion records linked with credits earned from the 2024-25 school year. **Important note.** Only DE courses that have "Dual Enrollment" or "DE" in the course name per [CCMS list](#) are included in this data file (see Appendix A for more detail).
- **2024-25 Local dual credit (LDC) data file** includes students' LDC courses, LDC test score (if available), and LDC numeric/passing grades (if available) from the 2024-25 school year. **Important note.** Only LDC records with a LDC flag in EIS **OR** specified by districts as LDC during Phase I data submission window **AND** is not a DE course are included in this data file (see Appendix A for how the department defines a LDC course).
- **2024-25 ASVAB data file** includes ASVAB scores for tests taken between August 1, 2024, and July 31, 2025, received from districts during Phase I. The data file includes information regarding ASVAB credit attainment (flag indicating whether a student's highest score received a passing score of 31). **Important note.** The department does not invalidate student ASVAB/AFQT scores based on student age. Any ASVAB test completed by a student during high school will be accepted by the department for *Ready Graduate*, CCR, and TISA calculations regardless of the student's age.

Extract 80 data from EIS are used to determine student enrollment and completion status in the AP/CIE/IB/SDC, DE, and LDC data files. Prior course enrollment and testing scores from 2020 to 2024 finalized in Phase I will be linked to these enrollment records and are no longer appealable during Phase II. Only test records completed during the

⁵ Any students who have been counted in *Ready Graduate*, CCR, or TISA Outcome status files in previous years are excluded from the relevant data files for 2024-25.

2024-25 school year will be appealable. Additionally, included in these data files are some key flags created by the department. Districts shall review the following flags and submit appeals as appropriate:

- **RG_EPSO_Count** shows the number of EPSOs awarded as a result of the corresponding AP, CIE, IB, SDC, DE, LDC record toward the given student's *Ready Graduate* status (used in federal accountability).
 - a. In general, for *Ready Graduate*, students receive one EPSO for each unique course record when they meet the requirements—for AP, CIE, IB, SDC, and LDC course records, students must show both course completion (i.e., have credits attempted greater than 0) and exam attempt (i.e., has a valid test score) to receive an EPSO; for DE course records, students must show course completion (i.e., have credits attempted greater than 0) to receive an EPSO.
- **CCR_Postsec_Count** shows the total number of postsecondary credits awarded as a result of the corresponding AP, CIE, IB, SDC, DE, LDC record toward the given student's CCR status (used in school letter grade calculation).
 - a. Students are awarded for one postsecondary credit for an AP, CIE, IB, or SDC course when they pass the corresponding exam for the course.
 - b. Students are awarded for one postsecondary credit for a DE course when they receive 0.5 high school credits or higher for the course.
 - c. Students are awarded for one postsecondary credit for a LDC course when students (1) earn a passing score on the aligned LDC assessment, or (2) earn a passing grade per the terms of the district's memorandum of understanding with participating postsecondary institution.
- **TISA_EPSOCredit_Count** shows the number of EPSO credits awarded to the corresponding AP, CIE, IB, SDC, DE, LDC record for TISA funding purposes.
 - a. Students are awarded for one EPSO credit for an AP, CIE, IB, or SDC course when they pass the corresponding exam for the course.
 - b. Students are awarded for one EPSO credit for a DE course when they receive 0.5 high school credits or higher for the course.
 - c. Students are awarded for one EPSO credit for a LDC course when students (1) earn a passing score on the aligned LDC assessment, or (2) earn a passing grade per the terms of the district's memorandum of understanding with participating postsecondary institution.
- **Total_CreditsEarned** is an indicator showing the total number of credits earned for a given state course code throughout a student's high school years. It is a known issue that historically districts across the state may not use the state course codes appropriately to identify each distinct, unique course in SIS/EIS correctly. The Total_CreditsEarned flag is created to help districts quickly identify the courses that may be eligible for appeal (i.e., the same state course code was used for multiple independent courses). In general, each unique course, when meeting the requirements (see Table 3), is typically counted as one EPSO for *Ready Graduate*, one postsecondary credit for CCR, and one EPSO credit for TISA. Districts shall review the Total_CreditsEarned flag along with the RG_EPSO_Count, CCR_Postsec_Count, and TISA_EPSOCredit_Count flags to determine if an appeal is needed. Typically, a unique course may have total credits earned ranging from 0.5 to 3; however, it may vary from course to course and from district to district. Each district shall make its own best judgment to determine and identify the courses that may require further investigation.

Important note. TCAT hours can no longer be converted to EPSO credits starting 2024-25. Instead, districts shall follow the [Course and Program of Study Guide](#) to create a unique state course code for each unique postsecondary course, and each unique course will then be counted as one EPSO or one EPSO credit.
- **ASVAB_IDError_flag** is used in the ASVAB data file indicating that the flagged ASVAB test score has some ID related issue; districts shall review these records and submit appeals as needed. **Any ASVAB test score with**

this flag will be dropped from the data file if districts do not address the issue during the appeal. In the ASVAB data file, three types of ID errors are identified below. When appealing for any of these errors, district shall enter correct student ID and student name as presented in EIS. No documentation is needed for correcting this error flag.

- a. **Name mismatch** means the ASVAB record has a student ID and name pair that do not match to student ID and name in EIS.
 - b. **No ID** means student name in ASVAB data file does not match to any student ID in EIS.
 - c. **Cannot identify unique ID** means that there are multiple students with the same student name within the same school; the department is unable to identify the unique student ID for the student.
 - d. **Student is not eligible for CCR reporting** means the student currently does not have a cohort assignment based on year enter grade 9 information pulled from EIS, or is in a cohort outside of the five most recent cohort (i.e., 2020-21, 2021-22, 2022-23, 2023-24, 2024-25), or is a TISA graduate who took six or more years to graduate.⁶
- **LDC_testing_error** flag is used in the LDC data file, highlighting LDC records that require district review and correction as appropriate. **Any LDC records and/or testing scores with this flag will be excluded from Ready Graduate, CCR, or TISA reporting purposes if districts do not address the issue during the appeal.** The types of error identified in the LDC testing file are discussed below:
 - a. **Student not eligible**—This means the student currently does not have a cohort assignment based on year enter grade 9 information pulled from EIS, or is in a cohort outside of the five most recent cohort (i.e., 2020-21, 2021-22, 2022-23, 2023-24, 2024-25), or is a TISA graduate who took six or more years to graduate.⁷
 - b. **Course identified as DE**—A testing record is flagged with this type of error when the course is identified by the department as a DE course (please consult Appendix A for how the department defines a LDC course). If this error is due to the department’s decision to assign the course as a DE course and if this course is truly a LDC course, districts shall submit two appeals. The first appeal is to add the LDC course and testing records by completing the LDC Appeals with an appeal reason of “missing course enrollment,” and enter all necessary information in the appeals sheet to include the LDC testing score and the cut score. The second appeal is to remove the relevant records from the dual enrollment data file by completing the DE Appeals tab with an appeal reason as “not a DE course.” Districts must submit both appeals to receive approval.
 - c. **Counted as IC**—A testing record is flagged with this type of error when the IC earned via the LDC course has been counted as an IC through the IC pathway. This is not an appealable issue; any records with this flag are excluded from the local dual credit data file.
 - d. **No testing score**—A testing record is flagged with this type of error when the record did not have a valid testing score. Districts may submit appeals by completing the LDC Appeals tab with an appeal reason of “missing LDC exam record,” and entering all necessary information in the appeals sheet to include the LDC testing score and the cut score.
 - e. **Extreme testing score**—A testing record is flagged with this type of error when the value of the testing scores was extremely high and exceeded a typical score range compared to other scores in the data file. Districts may submit appeals by completing the LDC Appeals tab with an appeal reason

⁶ In some rare cases, a student may took 6 years or more to graduate; these students are eligible to be counted for TISA reporting. Districts must submit appeals to include the associated ASVAB record for TISA reporting. For these cases, districts must have already submitted completion information (i.e., diploma type, completion date) in EIS for these students; no additional documentation of the student’s completion status is required.

⁷ In some rare cases, a student may take 6 years or more to graduate; these students are eligible to be counted for TISA reporting. Districts must submit appeals to include the associated LDC testing record for TISA reporting. For these cases, districts must have already submitted completion information (i.e., diploma type, completion date) in EIS for these students; no additional documentation of the student’s completion status is required.

of “missing LDC exam record,” and entering all necessary information in the appeals sheet to include the LDC testing score and the cut score.

- f. **No cut score**—A testing record is flagged with this type of error when the cut score does not exist in the LDC testing data provided by district. Districts may submit appeals by completing the LDC Appeals tab with an appeal reason of “missing course enrollment,” and entering all necessary information in the appeals sheet to include the LDC testing score and the cut score.
- g. **LDC testing score format does not match cut score format**—a testing record is flagged with this type of error when the format of the testing scores did not match the format of the cut score provided. For instance, when a district enters “Pass” as the cut score for a course but reported a numeric value for the same course in the LDC testing file, the record is flagged as an error. Vice versa, when a district enters a numeric cut score but reported “Pass” for the same course in the LDC testing file, the record is flagged as an error. Districts may submit appeals by completing the LDC Appeals tab with an appeal reason of “missing LDC exam record,” and entering all necessary information in the appeals sheet to include the LDC testing score and the cut score.

Districts shall submit appeals to correct the records with the error flag as necessary during Phase II. Any uncorrected records with an error flag associated with the 2024-25 graduating class and 2024-25 graduating cohort will be excluded from the calculation of the TISA High School Outcome Bonus, CCR indicator, and *Ready Graduate* indicator in Phase III.

Appealable issues and required documentation. Table 1 provides an overview of ACT/SAT, CLEP, and ASVAB data files regarding appealable and non-appealable issues as well as the required documentation for appeals. Districts may submit appeals using the [CCR Phase II Appeals Worksheet](#).

Table 2. ACT/SAT, CLEP, and ASVAB Data Files and Submission Process

	ACT/SAT Data File	CLEP Data File	ASVAB Data File
Students included	Students in grades 9 to 12 with ACT/SAT scores obtained between August 1, 2024, and July 31, 2025	Students in grades 9 to 12 with CLEP scores obtained between August 1, 2024, and July 31, 2025	Students in grades 9 to 12 with ASVAB scores obtained between August 1, 2024, and July 31, 2025
Description of File	Contains all unique ACT and SAT test administrations on file for the 2024-25 school year	Contains all unique CLEP tests administered during the 2024-25 school year	Contains all unique ASVAB test scores between August 1, 2024, and July 31, 2025
Initial Data Sources	Files from ACT, Inc, including Junior Day, Senior Retake, and national day testing records	Data file from the test vendor	Submitted by districts in Phase I
Error Flags included	No	No	ASVAB_IDError_flag will identify four types of errors that require district attention (see pages 7-8 for detail).
Appealable Issues: Districts can submit appeals for	<ul style="list-style-type: none"> Adding missing test records Correcting existing test records 	<ul style="list-style-type: none"> Adding missing exam scores Correcting existing exam scores 	<ul style="list-style-type: none"> Adding missing exam scores Correcting existing exam scores Address issues identified by the ASVAB_IDError_flag)
Required Documentation	An official ACT/SAT score report ⁸ including student full name, test date, and composite score. ACT/SAT scores that are included on a printed transcript are not acceptable documentation. Documentation	An official score files or score reports directly from the exam vendor. Documentation must be saved as an excel or PDF file sorted by state	Adding or correcting exam scores: An official score files or score reports from the Department of Defense. Documentation must be saved as a PDF sorted by state student ID and follows the naming convention:

⁸ In the case where the student score report is not available to the district, the department will accept a screenshot of the student's MyACT.org account that provides the student's first and last name, student's date of birth, test date, and visible ACT scores including the composite and all subtest scores.

	ACT/SAT Data File	CLEP Data File	ASVAB Data File
	shall be saved as an excel or PDF file sorted by state student ID to be submitted following the naming convention: ###_ACTSATdocumentation . Ex: 999_ACTSATdocumentation	student ID and follows the naming convention: ###_CLEPdocumentation . Ex: 999_CLEPdocumentation	###_ASVABdocumentation . Ex: 999_ASVABdocumentation. Correcting ASVAB_IDError_flag: Enter the correct student ID and name in the appeal worksheet; student name and ID must match to EIS record; no additional documentation required.
Non-appealable issues	<ul style="list-style-type: none"> Tests completed in the school years 2020-21, 2021-22, 2022-23, and 2023-24 are not appealable. ACT superscore⁹ or subtest scores ACT 4-point growth calculation¹⁰ 	<ul style="list-style-type: none"> Tests completed in the school years 2020-21, 2021-22, 2022-23, and 2023-24 are not appealable. 	<ul style="list-style-type: none"> Tests completed in the school years 2020-21, 2021-22, 2022-23, and 2023-24 are not appealable.

Table 3 provides an overview of AP/CIE/IB/SDC, DE, and LDC data files regarding appealable and non-appealable issues as well as the required documentation for appeals. Districts may submit appeals using the [CCR Phase II Appeals Worksheet](#).

Table 3. AP/CIE/IB/SDC, DE, and LDC Data Files and Submission Process

	AP/CIE/IB/SDC Data File	Dual Enrollment (DE) Data File	Local Dual Credit (LDC) Data File
Students included	Students in grades 9 to 12 with AP/CIE/IB/SDC enrollment/completion records and/or testing records in the 2024-25 school year	Students in grades 9 to 12 with DE enrollment/completion records and/or postsecondary credits earned in the 2024-25 school year	Students in grades 9 to 12 with LDC enrollment/ completion records, testing records, and/or eligible postsecondary credits earned in the 2024-25 school year
Description of File	Contains student enrollment/completion status, test scores, eligible postsecondary credits earned, and/or passing grades associated relevant courses. The RG_flag, CCR_flag, and TISA_flag are added to the file indicating the participation/attainment of EPSO/postsecondary credits/EPSO credits. See Table 4 for participation/attainment criteria across the three key CCR metrics. ¹¹		
Initial Data Sources	Transcript data submitted by districts in Phase I provides the main source of data for AP/CIE/IB/SDC enrollment/completion; test records finalized in Phase I are included in the data file; test records for the 2023-24 school year come from test vendors.	Transcript data submitted by districts in Phase I provides the main source of data for DE enrollment and eligible postsecondary credits earned.	Transcript and LDC data and documentation submitted by districts in Phase I provides the main source of data for LDC enrollment/completion, LDC test attempt, and eligible postsecondary credits earned.
Important Flags for Review	Districts must review and submit appeals, as appropriate, to correct any course/enrollment identification errors. Key flags that help districts identify possible appealable records include RG_EPSO_Count, CCR_Postsec_Count, TISA_EPSOCredit_Count, and Total_CreditsEarned.		

⁹ Superscore reports the highest possible ACT composite score across multiple ACT tests and ACT Section Retests. It calculates the average of the four best subject scores from each of the student's ACT test attempts. The department does not use superscore for any of the CCR data metrics.

¹⁰ ACT 4-point growth is calculated by the department and is not subject to appeal during Phase II. This metric will be available for district review during Phase III. During Phase II, districts should make sure all student ACT records from the school year 2023-24 are included in the file.

¹¹ The main difference between *Ready Graduate* and the other two metrics is that the *Ready Graduate* metric only requires EPSO course "**participation**" (i.e., complete the course and attempt any associated exam) while CCR and TISA metrics require EPSO course "**attainment**" (i.e., achieve a passing score and/or earn college credit).

	AP/CIE/IB/SDC Data File	Dual Enrollment (DE) Data File	Local Dual Credit (LDC) Data File
Appealable Issues: Districts can submit appeals for	<ul style="list-style-type: none"> Missing course enrollment Missing test records Adding missing enrollment AND testing records Correcting existing test records 	<ul style="list-style-type: none"> Missing DE course enrollment/completion Not a DE course Adding missing enrollment AND total credits earned Total_CreditsEarned 	<ul style="list-style-type: none"> Missing LDC course enrollment/completion Not a LDC course Missing LDC exam record Adding missing enrollment AND testing records
Required Documentation	<ul style="list-style-type: none"> For adding missing or correcting existing score records for AP, CIE, IB, and SDC an official score files or score reports directly from the exam vendor is needed. For adding missing or correcting existing scores for LDC, districts must enter cut core and score in the LDC appeals worksheet and provide an official score report from the postsecondary institution. When submitting appeals to correct issues related to “Not a DE course” or “Not a LDC course,” districts shall provide detailed information in the appeal reason explaining the correction and provide relevant documentation to support the appeal. For appeals to correct course enrollment, credits earned errors, EPSO counts, or unique course identification issues (i.e., a same state course code is used for multiple independent courses), districts shall provide detailed information in the appeal reason explaining the number of independent courses that should be counted. A student transcript must be provided to support the appeals. The explanation shall be supported by the information presented in the transcript. Documentation must be saved as an Excel or PDF file using the naming convention based on EPSO type. For instance, documentation to support AP appeals, the naming convention is ###_APdocumentation. Ex: 999_Apdocumentation. For SDC appeals, the file name should be ###_SDCdocumentation. 		
Non-appealable issues	Courses/tests completed in the school years 2020-21, 2021-22, 2022-23, and 2023-24 are not appealable.		

Table 3 provides an overview of the requirements for awarding *Ready Graduate* EPSOs, CCR postsecondary credits, and TISA EPSO credits.

Table 4. Participation/Attainment Criteria by Data Element and CCR Metrics

Element	<i>Ready Graduate</i> Metric	College and Career Readiness Metric	TISA High School Goal 1 Outcomes Bonus
ACT/SAT¹²	A score of 21 or higher for ACT; or A score of 1060 or higher for SAT		A score of 21 or higher for ACT; or A minimum of 4-point increase from the first junior administration ¹³ and any subsequent administration through the end of the 12 th grade year
ASVAB AFQT	A score of 31 or higher ¹⁴		
Industry Credential (IC)¹⁵	Any Tier of IC ¹⁶	One Tier III (“Preferred”) IC; or One Tier II (“Valued”) IC and any other IC (any tier)	One Tier II (“Valued”) IC; or One Tier III (“Preferred”) IC ¹⁷

¹² Superscores are not accepted.

¹³ The first Junior year test is considered the first test administration on or after August 1st of the student’s first Junior year.

¹⁴ For an ASVAB score to qualify for purposes of the *Ready Graduate* metric and/or TISA High School Outcomes bonuses, students must earn a score sufficient for admission into at least one branch of the U.S. military as of the month of June during the year in which that student graduates. As of June 2024, the minimum score was 31.

¹⁵ Only ICs that are on the department’s promoted list can be counted; please check the [Tennessee Promoted Student Industry Credentials webpage](#) for the up to date information.

¹⁶ Some ICs can be converted to IC plus EPSOs (consult the [IC conversion chart](#)). IC conversion is only application for the *Ready Graduate* metric.

¹⁷ ICs are counted as EPSOs for TISA funding purposes.

Element	Ready Graduate Metric	College and Career Readiness Metric	TISA High School Goal 1 Outcomes Bonus
Advanced Placement (AP)	Course completion and exam attempt	A score of 3, 4, or 5 on associated exam	
Cambridge International (CIE)	Course completion and exam attempt	An exam grade of A*, A, B, C, D, or E (A Level); <i>or</i> An exam grade of a, b, c, d or e (AS Level)	
CLEP	A score of 50 or higher		
Dual Enrollment (DE)	Course completion	College credits earned evidenced by passing the course	
International Baccalaureate (IB)	Course completion and exam attempt	Subject Area Tests: <ul style="list-style-type: none">• Exam score of 3+ (SL or SL/HL)• Exam score of 4+ (HL) Theory of Knowledge Exam: <ul style="list-style-type: none">• Exam score of A, B, or C	
Local Dual Credit (LDC)	Course completion and exam attempt	College credits earned evidenced by (1) earning a passing score on the aligned LDC assessment, or (2) earning a passing grade per the terms of the district’s memorandum of understanding with participating postsecondary institution	
Statewide Dual Credit (SDC)	Course completion and exam attempt	Earn a challenge exam score necessary to obtain credit at TN public university (varies by exam ¹⁸)	

2.1.2. Non-Appealable Data Files

During Phase II, six non-appealable data files will be released to districts:

- **IC data file** will include all ICs completed between August 1, 2019, and July 31, 2025. Data collected between 2020-21 and 2023-24 are finalized by the end of Phase I, and data collected in 2024-25 are finalized by the end of the CTE Industry Credential Reporting period.¹⁹ Hence, IC data released in Phase II is only for district review; they are not appealable.
- **Preliminary student-level Ready Graduate, CCR, and TISA summary data file** will include preliminary *Ready Graduate*, CCR, and TISA outcome data for the 2024-25 graduating cohort/class based on the data available to the department as of the beginning of Phase II. In this data file, the cohort and TISA membership flags are only preliminary and has yet to be finalized until the end of Cohort process.

Important note. Student-level TISA, CCR, and *Ready Graduate* summary data files are provided to districts in Phase II to help districts prioritize their review and appeals process. These data files are preliminary and not appealable.

2.1.3. Phase II Appeals Process and Timeline

Table 5 summarizes the key tasks that districts shall complete in Phase II. It is important that districts complete the required tasks within the specified timeline. Districts shall use the [CCR Phase II Appeals Worksheet](#) for all Phase II appeals and submit the worksheet via the [2024-25 CCR Data Verification Phase II Appeals form](#).²⁰ The worksheet must be saved as an excel file following the naming convention: **###_CCR2appealsworksheet**. Ex: 999_CCR2appealsworksheet. Districts shall follow Tables 2 and 3 to provide appropriate documentation and follow the documentation naming conventions for their appeals.

¹⁸ See the [Statewide Dual Credit Articulation](#) for SDC course and exam information.

¹⁹ Information regarding IC reporting can be found on the TDOE Industry Credential [webpage](#). Please direct questions regarding IC reporting to Candi.Collier@tn.gov.

²⁰ School and district accountability staff must have an SSO/Orion account to submit a Microsoft Forms for accountability related data appeals (see Appendix B for how to login and troubleshoot login related issues).

Table 5. Phase II Task 1—Data Review and Appeals Timeline and Key Tasks

<i>Dates</i>	<i>Milestone</i>	<i>Tasks</i>
October 1 – 24, 2025	Initial Appeals Submission window	<p>By October 24, districts shall review the following data files and submit appeals, as needed:</p> <ul style="list-style-type: none"> • 2024-2025 ACT/SAT data file²¹ • 2024-2025 CLEP data file • 2024-2025 ASVAB/AFQT data file • 2024-2025 AP/IB/CIE/SDC data file • 2024-2025 DE data file • 2024-2025 LDC data file <p>All submissions must be complete by 9 p.m. CST. Any submissions after the deadline will be denied automatically.</p>
November 5, 2025	TDOE Initial Response	<p>By November 5,</p> <ul style="list-style-type: none"> • The department will review the appeals worksheet as well as required documentation submitted by October 24 and return the appeals worksheet to districts with additional flags indicating approval status (i.e., approved or denied) and denied reason. • The director of schools will receive an initial response letter indicating total numbers of approved and denied appeals. • The letter and the returned worksheet will be posted on the Accountability application.
November 6 - 10, 2025	Remediation Window	<p>By November 10,</p> <ul style="list-style-type: none"> • Districts may resubmit appeals with corrected documentation for any denied Phase II appeals. • Any new submissions will be denied automatically.
November 14, 2025	TDOE Final Response	<p>By November 14,</p> <ul style="list-style-type: none"> • The department will return the resubmitted appeals worksheet to districts with an additional flag indicating approval status (i.e., approved or denied). The returned worksheet will only include the resubmitted appeals. • The director of schools will receive a final response letter indicating the total number of approved and denied resubmitted appeals. • The letter and the returned worksheet will be posted on the Accountability application.

²¹ The 2024-25 ACT/SAT data file will contain two data tabs. The first tab contains all ACT/SAT scores obtained in 2024-25. The second tab contains the highest ACT/SAT score earned by the 2024-25 graduating cohort, which is used to calculate ACT/SAT participation rate for federal accountability purposes and determine whether the students in the graduating cohort meet the ACT/SAT benchmark for Ready Graduate, CCR, and TISA reporting purposes. In Phase II, districts will be able to submit medical exemption for students who did not take ACT/SAT due to medical reasons and remove them from the ACT/SAT participation rate calculation. More information will be provided in Phase II.

Section 3. Phase III Process and Timeline

3.1 Cohort and TISA CCR Summary Data Review and Appeals

In Phase III, data files for the 2024-25 graduating cohort and 2024-25 graduating class finalized during Phases I and II will be used to update the summary data files for the *Ready Graduate*, CCR, and TISA metrics. Three student-level data files will be released to districts for review and appeals:

- Student-level TISA summary data file,
- Student- and school-level CCR summary data files, and
- Student-, school-, and district-level *Ready Graduate* summary data files.

Of those, the three student-level summary files are appealable, and the remaining school- and district-level summary files are not appealable. They are discussed below.

3.1.1 Appealable Data Files

Three data files will be released for review and appeals:

- **Student-level TISA summary data file:** In this data file, student records are attached to schools and districts that will receive TISA funding. Only 2024-25 TISA graduates are included in the data file.
- **Student-level CCR summary data file:** In this data file, student records are attached to schools and districts to which the cohort membership is assigned. Only the 2024-25 graduating cohort is included in the data file.
- **Student-level Ready Graduate summary data file:** In this data file, student records are attached to schools and districts to which the cohort membership is assigned. Only the 2024-25 graduating cohort is included in the data.

Table 7 is an overview of available pathways to earn *Ready Graduate*, CCR, and TISA Status.

Table 7. Pathways to Earning Status by CCR Metric

Pathways to <i>Ready Graduate</i> Status (Federal Accountability)	Pathways to CCR Status (School Letter Grade)	Pathways to TISA High School Outcome Goal 1 Bonus Status (TISA Funding)
<p>A cohort graduate who meets <u>one</u> of the following criteria:</p> <ol style="list-style-type: none"> 1. Meets or exceeds a composite score of 21 (ACT) or 1060 (SAT) 2. Earns four EPSOs 3. Earns two EPSOs and one industry credential (IC) 4. Earns two EPSOs and achieves a qualifying score on the ASVAB AFQT 	<p>A cohort graduate who meets <u>one</u> of the following criteria:</p> <ol style="list-style-type: none"> 1. Meets or exceeds a composite of 21 (ACT) or 1060 (SAT) 2. Earns a qualifying score on the ASVAB AFQT 3. Earns a Tier 3 (Preferred) IC 4. Earns a Tier 2 (Valued) IC <i>and</i> one other IC (any tier) 5. Earns one or more “postsecondary credits”²² 	<p>A TISA graduate who meets <u>one</u> of the following criteria:</p> <ol style="list-style-type: none"> 1. Earns two EPSO credits <i>and</i> meets or exceeds a composite score of 21 on the ACT 2. Earns two EPSO credits <i>and</i> increases their ACT composite by at least 4 points 3. Earns two EPSO credits and achieves a qualifying score on the ASVAB AFQT 4. Earns three EPSO credits

Important note. All underlying data used to populate the above summary data files were finalized in Phases I and II; hence, in Phase III, the appealable issues include department calculation errors and systematic errors that are

²² Postsecondary credits include meeting or exceeding passing cut scores in AP, CIE, CLEP, IB, and SDC as well as earning eligible postsecondary credits in DE and LDC.

outside of district's control. See [Section 3.3](#) for how to submit Phase III appeals. It is important to note that, districts *may not* appeal the following data elements in Phase III:

- Student demographic information,
- Cohort Assignment and TISA graduate status (This data is finalized during the [2024-25 Graduation Cohort Process](#)), and
- Any data elements that were appealable during Phases I and II.

3.1.2 Non-appealable Data Files

The school- and district-level files are not appealable as they are merely aggregated from the student-level data. These summary data files include data finalized by the end of Phase II; they are provided to districts in the beginning of Phase III to help districts prioritize their review and appeals process. The department will apply the approved Phase III appeals and release the updated school- and district-level summary files on the Accountability application by the end of Phase III. The three school- and district-level summary data files are discussed below.

- **School-level CCR summary data files (not appealable):** In this data file, school level CCR data metrics are calculated. This is the data file that will be used to provide the CCR rate for letter grade calculation purposes.
- **School-level Ready Graduate summary data files (not appealable):** In this data file, school level *Ready Graduate* data metrics are calculated. This is the data file that will be used to provide the school-level *Ready Graduate* rate for federal accountability purposes.
- **District-level Ready Graduate summary data files (not appealable):** In this data file, district level *Ready Graduate* data metrics are calculated. This is the data file that will be used to provide the district-level *Ready Graduate* rate for federal accountability purposes.

3.1.3 Phase III Process and Timeline

All Phase III appeals shall be submitted using the [2024-25 CCR Data Verification Phase III Appeals Worksheet](#), and the worksheet shall be submitted via the [2024-25 CCR Data Verification Phase III Appeals form](#).²³ Instructions are described below:

- The [phase III worksheet](#) must be saved as an Excel file using the naming convention: **###_CCRSummaryworksheet**. Ex: 999_CCRSummaryworksheet
- Districts must provide evidence to support appeals. In Phase III, the appealable issues are department errors and systematic errors that are outside of district control. When submitting appeals for department errors, districts shall provide a detailed explanation and steps taken for the calculation. When submitting appeals for systematic errors, districts shall provide a strong rationale for why the error is outside of district control. A detailed explanation must be provided for each appealed case. **Important note.** Student-level documentation that was not properly submitted during Phase I or Phase II and resulted in a denial is not acceptable documentation. Documentation must be saved as an Excel or PDF file **sorted by state student ID** and follows the naming convention: **###_CCRsummarydocumentation**. Ex: 999_CCRsummarydocumentation.

Table 8 summarizes the key tasks that districts shall complete in Phase III. It is important that districts complete the required tasks within the specified timeline.

²³ School and district accountability staff must have an SSO/Orion account to submit a Microsoft Forms for accountability related data appeals (see Appendix B for how to login and troubleshoot login related issues).

Table 8. Phase III Timeline and Key Tasks

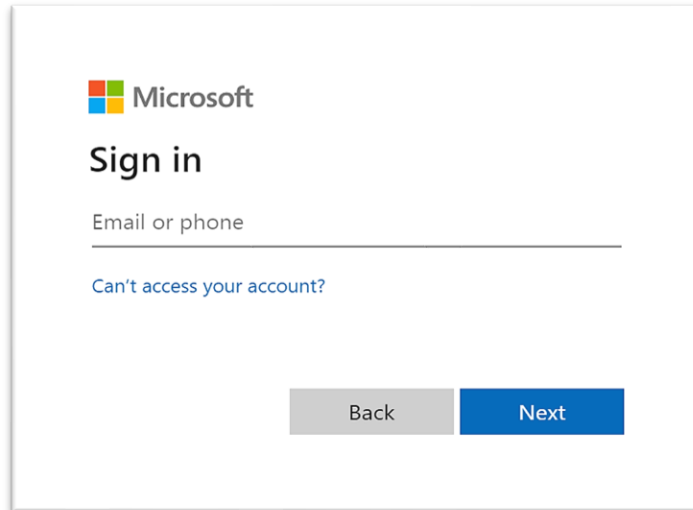
<i>Dates</i>	<i>Milestone</i>	<i>Tasks</i>
November 17 – 21, 2025	Appeals Submission Window	<p>By November 21, districts shall review and submit appeals, as appropriate, for the following data files:</p> <ul style="list-style-type: none"> • Student-level TISA summary data file • Student-level CCR summary data file • Student-level <i>Ready Graduate</i> summary data file <p>All submissions must be complete by 9 p.m. CST. Any submissions after the deadline will be denied automatically.</p>
November 26, 2025	Final Response window	<p>By November 26,</p> <ul style="list-style-type: none"> • The department will return the appeals worksheet to districts with an additional flag indicating approval status (i.e., approved or denied). The returned worksheet will only include the resubmitted appeals. • The director of schools will receive a final response letter indicating total numbers of approved and denied appeals. • The letter and the returned worksheet will be posted on the Accountability application. • School- and district-level summary data files will be updated reflecting the approved appeals accepted in student-level summary data files; the files will be released on the Accountability application.

Section 4. Summary

It is essential that districts actively participate in the CCR data verification process and adhere to the established timeline, submission procedures, file formats, and naming conventions. Additionally, all appeals must be supported with appropriate documentation.

When organizing supporting materials for appeals, documents should be sorted by state student ID to minimize the risk of data review errors. Failure to follow the guidance outlined in this data verification manual may delay the review process and could result in the denial of appeals.

Appendix A: Microsoft Form Login and Trouble Shooting Guide

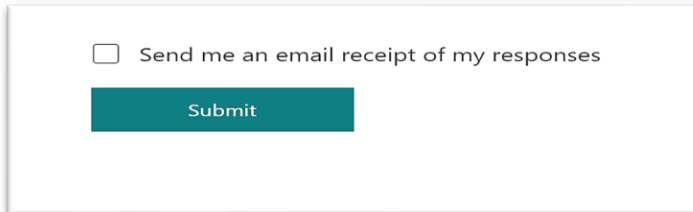


Microsoft
Sign in

Email or phone

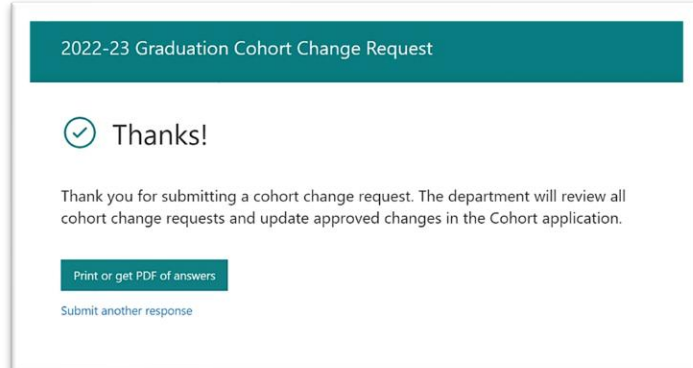
[Can't access your account?](#)

Back Next



☐ Send me an email receipt of my responses

Submit



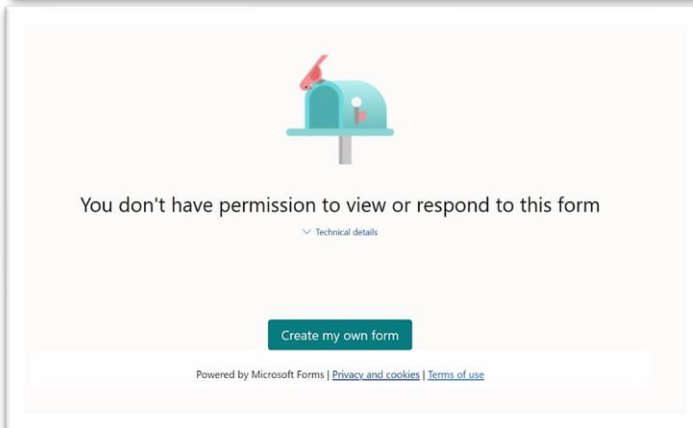
2022-23 Graduation Cohort Change Request

✓ Thanks!

Thank you for submitting a cohort change request. The department will review all cohort change requests and update approved changes in the Cohort application.

Print or get PDF of answers

Submit another response



You don't have permission to view or respond to this form

Technical details

Create my own form

Powered by Microsoft Forms | [Privacy and cookies](#) | [Terms of use](#)

Microsoft Form Login Requirements

- School and district accountability staff must have an SSO/Orion account to submit a Microsoft Forms for accountability related data appeals, including ACT, Cohort, *Ready Graduate*, accountability data files, accountability and designation, and Report Card data verification process.
- When clicking on the Microsoft Form link, staff will be prompted to sign in. Make sure to sign in with your SSO/Orion account.
- If staff have trouble logging into their SSO/Orion account, they should refer to the [User Guide](#) and contact DT.Support@tn.gov for assistance.

Submitting a Form

- Staff shall answer all questions and upload the required documentation following the instructions provided by the department.
- When ready to submit, check "Send me an email receipt of my responses" to receive a record of the submission.
- After clicking the Submit button, staff also have the option to save a PDF version of the submission by selecting "Print or get PDF of answers."

Troubleshooting Common IT issues

If seeing "you don't have permission to view or respond to this form," please attempt the following:

- If the SSO/Orion login information has saved in the internet browser previously, and if
- Using Google Chrome, open a new incognito window and re-sign into the SSO/Orion account.
- Using Microsoft Edge, open a new InPrivate window and re-sign into the SSO/Orion account.
- Using Firefox or Safari, open a new private window and re-sign into the SSO/Orion account.

If attempting to open the Microsoft forms link from within the data appeals resource guides, make sure the form window opens in the same browser in which the resource guide was opened.