



Department of Education

2025-26 College and Career Readiness (CCR) Data Verification Guide: Phase III

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2025-26 School Year Updates

The college and career readiness (CCR) data verification process involves three distinct phases, and each phase requires districts to complete various tasks. This document provides detailed guidelines to help districts focus on the key tasks at hand during Phase III.

- Beginning with the 2025-26 school year, the *Ready Graduate* indicator will be replaced by the College and Career Readiness (CCR) indicator for federal accountability calculations (refer to [Section 1.1](#) of the 2025-26 Federal Accountability Protocol). As a result, the Tennessee Department of Education (department) will discontinue verification of *Ready Graduate* data with the implementation of the 2025-26 CCR process.
- With the discontinuation of *Ready Graduate* verification,
 - districts will no longer verify course enrollment data for early postsecondary opportunities (EPSOs) associated with advanced placement (AP), Cambridge International Examinations (CIE), International Baccalaureate (IB), and Statewide dual credit (SDC). Related data files and file layouts will be updated to reflect the changes and be published in the Accountability application; and
 - only records earned during a student's high school years (9-12 grade) will be counted towards CCR/ Tennessee Investment in Student Achievement (TISA) status.
- Data for the 2025-26 CCR data verification process will be drawn from multiple sources, including EIS and TEDS. However, when a data issue is related to a name mismatch, the student legacy ID (USID) and student name in TEDS will serve as the source of truth for verifying basic student information. For more information on how TEDS and EIS data are used to determine CCR and TISA rosters, please refer to [Section 2.1.1](#) of the 2025-26 Graduation Cohort Process Phase I guide.
- By the end of the CCR Phase III, all 2025-26 graduating cohort's CCR and 2025-26 graduating class's TISA-related data are final and will not be appealable in future CCR/TISA reporting cycles.

Please contact TNED.Accountability@tn.gov for questions not addressed in this document.

Section 1. CCR Phase III 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 two key CCR related data metrics: (1) the CCR indicator used in the state’s federal accountability system and the state’s school letter grade system; and (2) the TISA High School Outcome Goal 1 Target used in TISA funding calculations.

Phase III Objectives: In 2025-26, the Phase III process has been updated to include two major tasks—(1) 2025-26 data review and appeals; and (2) summary file data review and appeals. More information regarding the appealable issues in Phase III can be found in sections [2.1.2](#) and [2.2.2](#) of this guide.

Important notes. The start of phase III timeline is driven by the availability of the Advanced Placement (AP), International Baccalaureate (IB), Cambridge International (CIE), and College-level Examination Program (CLEP) testing data from the test vendors, which is typically between mid- and late-September. To ensure the timely release of the State Report Card, the Phase III timeline is tight and intensive. Districts are highly encouraged to review the Phase III timeline and make appropriate staffing plans accordingly to ensure the required tasks can be accomplished by the specified timeline.

Table 1. 2025-26 CCR Data Verification Phase III Timeline

Phase III	Timeline	District Tasks
Appeals Submission Window	September 28—October 16, 2026	Review and appeal 2025-26 data files
Initial Response	October 23, 2026	
Remediation Window	October 26-30, 2026	Review and appeal summary data files and any denials from the submission window
Final Response	November 6, 2026	

District Task 1—2025-26 Data Review & Appeals

Data files containing CCR-related industrial credentials (IC), test records, and the associated course records ***between August 1, 2025, and July 31, 2026***, will be released to districts for review and appeals. These files are:

- 2025-26 ACT/SAT data file
- 2025-26 ASVAB data file
- 2025-26 EPSO (AP/IB/CIE/SDC/CLEP) data file
- 2025-26 Dual Enrollment (DE) data file
- 2025-26 Local Dual Credit (LDC) data file
- 2025-26 Industry Credential (IC) data file

Important notes. Phase III has a significantly shorter timeline than Phase I and overlaps with fall break. Districts should plan accordingly to ensure sufficient resources are available to complete all required tasks on time. Important notes to consider when reviewing Task 1 files.

- The 2025-26 ACT/SAT data file will contain two data tabs. The first tab contains all ACT/SAT scores obtained in 2025-26. The second tab contains the highest ACT/SAT score earned by the 2025-26 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 CCR and TISA reporting purposes. In Phase III, districts will be able to submit a medical exemption for students who did not take the ACT/SAT due to medical reasons and remove them from the ACT/SAT participation rate calculation.
- Districts may appeal historical data (records earned from August 2021-July 2025) for any transfer students who were not originally included in the Phase I CCR Roster, but who are included in the Phase III CCR Roster.
- TISA graduate and cohort memberships are finalized by the end of the 2025-26 Cohort process; CCR and TISA rosters are not appealable during the CCR process. Districts can view students identified as TISA graduates and Cohort graduates in the CCR roster data file, available in the Accountability application.
- When reviewing the data for the 2025-26 graduating class for TISA reporting, districts shall make sure CCR data for students who took 6 or more years to earn a traditional or AAD diploma are included and/or maintained in the relevant data files. If there are any missing EPSO courses or testing records for these students, districts shall submit an appeal with proper documentation (e.g., transcript or

score report, depending on the type of missing data). Prior to submitting an appeal, districts must ensure that these students are identified as TISA graduates in the CCR roster; otherwise, the appeal will be denied.

- To assist districts in navigating the data review process, the department will release several preliminary data files that are not appealable during the initial appeals submission window (September 28 through October 16) but can be used as a resource guide to inform their initial review decisions. These files are listed below. More information is discussed in detail in [Section 2.1.3](#). Some of the files will become appealable during the remediation windows (October 26-30). More information is provided in [Section 2.2](#).
 - Phase III CCR Data Quality Report (*not appealable*)
 - Phase III CCR Roster¹ (*not appealable*)
 - 2025-26 preliminary student-, school-, and district-level TISA summary data files (*appealable during remediation*)
 - 2025-26 preliminary student-, school-, and district-level CCR summary data file (*appealable during remediation*)
 - 2025-26 preliminary ACT/SAT Participation Rate data files (*appealable during remediation*)

District Task 2—Summary File Review and Appeals

All data files finalized by the end of Phases I and II, as well as all the approved appeals processed by the end of the Phase III appeals submission window, are used to produce the following summary files. Districts will review and submit appeals as needed during the **Phase III remediation window**, including:

- 2025-26 ACT/SAT participation rate school- and district-level data files,
- 2025-26 student-, school-, and district-level TISA summary data files, and
- 2025-26 student-, school-, and district-level CCR summary data file.

¹ In Phase III, CCR Roster is updated to include information for both Cohort and TISA graduates. Specifically, students in the 2025-26 graduating cohort are assigned to their cohort school/district; all other future cohorts are assigned to the school and district of their most recent enrollment. Students in the 2025-26 graduating class are assigned to the school/district as it is reflected in the TISA Roster.

By the end of Phase III, all 2025-26 graduating cohort's CCR and 2025-26 graduating class's TISA-related data are final and will not be appealable in future CCR/TISA reporting cycles.

Section 2. CCR Phase III Tasks

The 2025-26 CCR Phase III data verification process includes two major tasks: (1) current school year data review and appeals, and (2) summary file review and appeals. The phase III timeline is discussed in detail in Table 1. Any late submission after the specified timeline will not be reviewed and will result in an automatic denial.

2.1 District Task 1: 2025-26 Data Review and Appeals

The first major task in Phase III is the current school year (2025-26) data review and appeals. A series of data files will be released; some are appealable while others are not. All data files are discussed in detail in the following sections. Districts should follow the timeline specified in Table 1 to ensure all issues associated with 2025-26 data files are addressed.

2.1.1 Appealable Data Files

The department will release the following data files for district review and appeals. They are:

- **2025-26 ACT/SAT data file** includes all ACT/SAT tests completed between August 1, 2025, and July 31, 2026. Consult Table 2 for more guidance on appeals submission.
 - 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 CCR and TISA calculations. For any ACT administration 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 the ACT Technical Manual.
 - In spring 2026, a small number of students received an updated score from ACT; the updated score is used for the CCR reporting.
- **2025-26 ASVAB data file** includes ASVAB scores for tests taken between August 1, 2025, and July 31, 2026. Consult Table 3 for more guidance on appeals submission.
- **2025-26 EPSO data file** includes AP, CIE, CLEP, IB, and SDC scores for tests taken between August 1, 2025, and July 31, 2026. Consult Table 2 for more guidance on appeals submission.

- **2025-26 Dual Enrollment (DE) data file** includes students' DE course records linked with credits attempted and earned from the 2025-26 school year. The main source of data for credits attempted and earned is the transcript data submitted by districts during CCR Phase II. Consult Table 4 for more guidance on appeals submission.
 - The main source of data for credits attempted and earned is the transcript data submitted by districts during CCR Phase II.
 - Only DE courses that have "Dual Enrollment" or "DE" in the course name per the CCMS list and were submitted via transcript data file during the Phase II data submission window are included in this data file.
- **2025-2026 Local dual credit (LDC) data file** includes students' LDC courses, LDC test score (if available), and LDC numeric/passing grades (if available) from the 2025-26 school year. Consult Table 5 for more guidance on appeals submission.
 - Only LDC records submitted via transcript data file during Phase II data submission window **AND** are not a DE, AP, CIE, IB, or SDC course are included in this data file.
- **2025-2026 Industry Credential (IC) data file** includes ICs earned by students between August 1, 2025, and July 31, 2026.

To help districts navigate the review process and identify appealable issues, included in these data files are some key flags created by the department. Districts shall review the following flags and submit appeals as appropriate:

- **CCR_Postsec_Count** is used in the DE and LDC data files and shows the total number of postsecondary credits awarded for the corresponding DE and LDC record toward the given student's CCR status (used in federal accountability and school letter grade calculation).
- **TISA_EPSOCredit_Count** is used in the DE and LDC data files and shows the number of EPSO credits awarded for the corresponding DE and LDC record toward the given student's TISA status.
- **Earned Prior to 9th Grade (newly added flag for 2025-26)** is used in all data files to identify records earned prior to 9th grade.
- **TotalCredits_Warning_flag (flag updated for 2025-26)** is used in the DE data file to identify DE records where total credits earned exceed the expected maximum for the course. Most courses have an attempted credit value of 0.5 or 1; however, course registration errors may result in more credits earned than are

possible for a unique course code. Historically, some districts have not consistently used state course codes in SIS/TEDS to distinguish separate courses. This flag helps districts identify records that may be eligible for appeal, such as cases where the same state course code was used for multiple independent courses. In general, each qualifying unique course is counted as one postsecondary credit for CCR and one EPSO credit for TISA. Districts should review the TotalCredits_Warning_flag together with the CCR_Postsec_Count and TISA_EPSOCredit_Count flags to determine whether an appeal is needed.

- **ASVAB_IDError_flag** is used in the ASVAB data file to identify test scores with potential data issues. Districts should review these records and submit appeals as needed. **Any ASVAB score with this flag will be excluded from CCR and TISA reporting if the issue is not resolved through the appeals process.** The ASVAB data file identifies three types of ID errors. To appeal any of these errors, districts must enter the correct state student ID and student name as listed in TEDS; no supporting documentation is required.
 - **Name mismatch** means the ASVAB record has a student ID and name pair that do not match to student ID and name in TEDS.
 - **No ID** means the student's name in ASVAB data file does not match to any student ID in TEDS.
 - **Cannot identify unique ID** means that there are multiple students with the same student's name within the same school; the department is unable to identify the unique student ID for the student.
 - **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 TEDS, or is in a cohort outside of the five most recent cohort (i.e., 2021-22, 2022-23, 2023-24, 2024-25, 2025-26), or is a TISA graduate who took six or more years to graduate.
- **IC_Error_flag** is used in the IC data file to indicate potential appealable data issues; districts shall review these records and submit appeals as needed. **Any IC record with this flag will be excluded from CCR or TISA reporting purposes if districts do not address the issue during the appeal.** In the IC data file, four types of error are identified below.
 - **Name mismatch** means the IC record has student ID and name that do not match to student ID and name in TEDS.
 - **Not on promoted list** means the IC is not on the department's promoted list.

- ***Earned prior to effective date*** means the IC was reported prior to the adoption of the IC. For example, if an IC was reported as earned during the 2021-2022 school year but was not effective until the 2022-2023 school year, the record will be flagged.
- ***Incomplete IC*** means students did not complete the suite of IC modules to earn the IC.
- ***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 TEDS or is in a cohort outside of the five most recent cohort (i.e., 2021-22, 2022-23, 2023-24, 2024-25, 2025-26), or is a TISA graduates who took six or more years to graduate.
- ***LDC_testing_error*** flag is used in the LDC data file to highlight LDC records that require district review and correction as appropriate. ***Any LDC records and/or testing scores with this flag will be excluded from CCR or TISA reporting purposes if districts do not address the issue during the appeal.*** Districts must use the [CCR Phase III Appeals Worksheet](#) and complete the LDC Appeals tab to submit appeals. The types of error identified in the LDC testing file are discussed below:
 - ***Student is not eligible for CCR reporting***—This means the student currently does not have a cohort assignment based on year enter grade 9 information pulled from TEDS or is in a cohort outside of the five most recent cohort (i.e., 2021-22, 2022-23, 2023-24, 2024-25, 2025-26) or is a TISA graduate who took six or more years to graduate.
 - ***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. If this error is due to the department’s decision to assign the course as a DE course and the course is truly an 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 of “not a DE course.” Districts must submit both appeals to receive approval.
 - ***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.

- **No testing score**—A testing record is flagged with this type of error when the record does not have a valid testing score. Districts may submit appeals by completing the LDC Appeals tab with an appeal reason of “Correct existing LDC course record,” and entering all necessary information in the appeals sheet to include the LDC testing score and the cut score.
- **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 of “Correct existing LDC course record,” and entering all necessary information in the appeals sheet to include the LDC testing score and the cut score.
- **No cut score**—A testing record is flagged with this type of error when the cut score does not exist in the LDC course list provided by the district. Districts may submit appeals by completing the LDC Appeals tab with an appeal reason of “Correct existing LDC course record,” and entering all necessary information in the appeals sheet to include the LDC testing score and the cut score.
- **Multiple cut scores**—A testing record is flagged with this type of error when multiple cut scores are associated with the same state course code, and the local course codes provided between the LDC testing file and the LDC course list do not match. Districts may submit appeals by completing the LDC Appeals tab with an appeal reason of “Correct existing LDC course record,” and entering all necessary information in the appeals sheet to include the LDC testing score and the cut score.
- **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 does not match the format of the cut score provided. For instance, when a district enters “Pass” as the cut score for a course but reports 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 reports “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 “Correct existing LDC course 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 III. Any uncorrected records with an error flag will be excluded from the calculation of the TISA High School Outcome Bonus and CCR indicator in Phase III.

2.1.2 Appealable Issues vs. Non-appealable Issues

This section specifies appealable issues and non-appealable issues within each appealable data file, as well as the required documentation for appeals. Any data (i.e., data from school years 2021-22, 2022-23, 2023-24, and 2024-25) that was finalized by the end of Phase I is no longer appealable.

Appealable issues for all Phase III data files. One of the most common appealable issues across all appealable data files is missing or incomplete information from students who transfer into the district after Phases I or II. A district may appeal historical data (records earned from August 2021-July 2025) for any transfer students who were not originally included in the Phase I CCR Roster, but who are included in the Phase III CCR Roster. ***Required Documentation:*** Districts will need to submit appropriate documentation as outlined in Tables 2-5 for the data element being appealed. Additionally, districts will need to submit the transfer student's enrollment start date information to confirm that the student enrolled in the district after the release of the Phase I CCR Roster (February 23, 2026).

Appealable issues for the 2025-26 ACT/SAT and EPSO data files. Table 2 provides information regarding what is appealable in the 2025-26 ACT/SAT and EPSO data files in Phase III.

Table 2. 2025-26 ACT/SAT and EPSO Data Files and Submission Process

	ACT/SAT	EPSO
Students included	Students in grades 9 to 12 with ACT/SAT scores obtained between August 1, 2025, and July 31, 2026.	Students in grades 9 to 12 with AP, CIE, CLEP, IB, and SDC scores obtained between August 1, 2025, and July 31, 2026.
Description of File	Contains all unique ACT and SAT test administrations ² on file for the 2025-26 school year.	Contains all unique AP, CIE, CLEP, IB, and SDC test scores on file for tests administered during the 2025-26 school year.
Initial Data Sources	Files from ACT, Inc, including Junior Day, Senior Retake, and national day testing records	2025-26 test records from test vendors
Error Flags included	Earned Prior to 9 th Grade	Earned Prior to 9 th Grade
Appealable Issues: Districts can submit appeals for	• Add missing exam score • Correct existing exam score • Medical Exemption • Transfer student historical appeal	• Add missing exam score • Correct existing exam score • Transfer student historical appeal
Required Documentation	An official ACT/SAT score report ³ including student full name, test date, and composite score. ACT/SAT scores that are included on a printed transcript are not acceptable documentation. Documentation shall be saved as an Excel or	An official score file or score report directly from the exam vendor. Documentation must be saved as an Excel or PDF file, sorted by state student ID , and uses the naming convention based on EPSO type. For instance, for documentation to

² Only ACT administrations in which the student took all four subparts (English, math, reading, and science) are included in the data file.

³ 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	EPSO
	PDF file <i>sorted by state student ID</i> to be submitted following the naming convention: ###_ACTSATdocumentation . Ex: 999_ACTSATdocumentation	support AP appeals, the naming convention is ###_APdocumentation. Ex: 999_Apdocumentation. For SDC appeals, the file name should be ###_SDCdocumentation.
Non-appealable issues	• Tests completed in the school years 2021-22, 2022-23, 2023-24, and 2024-25 • ACT superscore⁴ or subtest scores • ACT 4-point growth calculation⁵ • ACT composite not including the science subtest score	• Tests completed in the school years 2021-22, 2022-23, 2023-24, and 2024-25 • Course Enrollment

Appealable issues for the 2025-26 ASVAB and IC data files. Table 3 provides information regarding what is appealable in the 2025-26 ASVAB and IC data files in Phase III.

Table 3. 2025-26 ASVAB and IC Data Files and Submission Process

	ASVAB	IC
Students included	Students in grades 9 to 12 with ASVAB scores obtained between August 1, 2025, and July 31, 2026.	Students in grades 9 to 12 with industry credentials obtained between August 1, 2025, and July 31, 2026.
Description of File	Contains all unique ASVAB test scores between August 1, 2025, and July 31, 2026.	Contains all unique IC records as reported between August 1, 2025, and July 31, 2026.

⁴ Superscoring 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.

⁵ ACT 4-point growth is calculated by the department and is not subject to appeal until the remediation window during Phase III. This metric will be available for district review during Phase III.

	ASVAB	IC
Initial Data Sources	Submitted by districts during Phase II	Submitted by districts during the IC Reporting Window
Error Flags included	• Name mismatch • No ID • Cannot identify unique ID • Student is not eligible for CCR reporting • Earned prior to 9th grade	• Name mismatch • Not on promoted list • Earned prior to effective date • Incomplete IC • Student is not eligible for CCR Reporting • Earned prior to 9th grade
Appealable Issues: Districts can submit appeals for	• Add missing exam score • Correct existing exam score • ASVAB_IDError_flag⁶ • Transfer Student historical appeal	• Add missing IC • Correct existing IC • IC_Error_flag⁷ • Transfer Student historical appeal
Required Documentation	<i>Adding or correcting exam scores:</i> An official score files or score reports from the Department of Defense. Documentation must be saved as a PDF, <i>sorted by state student ID</i>, and follow the naming convention: <i>###_ASVABdocumentation</i>. Ex: 999_ASVABdocumentation. <i>Correcting ASVAB_IDError_flag:</i> Enter the correct student ID and name in the appeal worksheet; student name and ID must match to TEDS record; no additional documentation required.	An official certificate or license from the certifying organization, or an official score file or score report indicating that the student earned the credential. Documentation must be saved as a PDF file, <i>sorted by state student ID</i>, and follow the naming convention: <i>###_ICdocumentation</i>. Ex: 999_ICdocumentation

⁶ Records associated with 2025-26 graduating class and 2025-26 graduating cohort with an error flag that are not appealed will be excluded from the CCR and TISA reporting.

⁷ Records associated with 2025-26 graduating class and 2025-26 graduating cohort with an error flag that are not appealed will be excluded from the CCR and TISA reporting.

	ASVAB	IC
Non-appealable issues	Tests completed in the school years 2021-22, 2022-23, 2023-24, and 2024-25	- ICs earned in the school years 2021-22, 2022-23, 2023-24, and 2024-25 - IC Tier

Appealable issues for the 2025-26 DE data file. Table 4 provides information regarding what is appealable in the 2025-26 DE data file in Phase III.

Table 4. 2025-26 DE Data File and Submission Process

Dual Enrollment (DE)	
Students included	Students in grades 9 to 12 with DE course records and/or postsecondary credits earned during the 2025-26 school year.
Description of File	Contains student course information and eligible postsecondary credits earned associated relevant courses. The CCR_flag and TISA_flag are added to the file indicating the attainment of EPSO/postsecondary credits/EPSO credits.
Initial Data Sources	2025-26 transcript data submitted by districts during Phase II
Important Flags for Review	Districts must review and submit appeals, as appropriate, to correct any course/credit errors. Key flags that help districts identify possible appealable records include Earned prior to 9 th grade, CCR_Postsec_Count, TISA_EPSOCredit_Count, and TotalCredits_Warning_flag.
Appealable Issues: Districts can submit appeals for	- Not a DE course - Duplicated state course code - Correct existing DE course record - Add missing DE course record - Transfer Student historical appeal
Required Documentation	All DE appeals must include the student's high school transcript showing that earned credits are greater than or equal to attempted credits for the course. In addition to student high school transcripts, districts will need to provide further documentation for the following appeals: Not a DE Course: When submitting appeals to correct issues related to "Not a DE course," districts shall provide detailed information in the appeal reason explaining the correction and provide relevant documentation to support the appeal.

Dual Enrollment (DE)	
• Duplicated State Course Code: For appeals to correct unique course identification issues (i.e., the 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 a PDF sorted by state student ID and follows the naming convention: ###_DEdocumentation. Ex: 999_DEdocumentation.	

Appealable issues for the 2025-26 LDC data file. Table 5 provides information regarding what is appealable in the 2025-26 DE data file in Phase III.

Table 5. 2025-26 LDC Data File and Submission Process

Local Dual Credit (LDC)	
Students included	Students in grades 9 to 12 with LDC course records, testing records, and/or eligible postsecondary credits earned in the 2025-26 school year.
Description of File	Contains student course information, test scores, eligible postsecondary credits earned, and/or passing grades associated with relevant courses. The CCR_Postsec_Count and TISA_EPSOCredit_Count are added to the file indicating the attainment of EPSO/postsecondary credits/EPSO credits.
Initial Data Sources	• 2025-26 LDC Course List submitted by districts during Phase I • 2025-26 transcript data submitted by districts during Phase II • 2025-26 LDC testing score data submitted by districts during Phase II
Important Flags for Review	Districts must review and submit appeals, as appropriate, to correct any course/test score errors. Key flags that help districts identify possible appealable records include Earned prior to 9 th grade, CCR_Postsec_Count, TISA_EPSOCredit_Count, and LDC_testing_error.
Appealable Issues: Districts	• Add missing LDC course record • Correct existing LDC course record • Not a LDC course

Local Dual Credit (LDC)	
can submit appeals for	• Transfer Student historical appeal
Required Documentation	All LDC appeals require the student's high school transcript showing that the student's attempted credits are greater than zero. In addition to the student's high school transcript, districts will need to provide further documentation for the following appeals: • Not a LDC Course: When submitting appeals to correct issues related to "Not a LDC course," districts shall provide detailed information in the appeal reason explaining the correction and provide relevant documentation to support the appeal. • Adding/correcting course records: For adding missing or correcting existing scores for LDC, districts must enter the cut core and score in the LDC appeals worksheet. Score report is not required for LDC appeals for the historical testing data prior to 2023-24. However, it will be a requirement for LDC testing data starting in the 2024-25 school year. District shall work with the postsecondary institution to establish a formal data-sharing process to obtain LDC testing scores on an annual process moving forward. Documentation must be saved as a PDF, sorted by state student ID, and follow the naming convention: ###_LDCdocumentation. Ex: 999LDCdocumentation.

2.1.3 Non-Appealable Data Files During Phase III Submission Window

During Phase III, the following non-appealable data reports and files will be released to help districts navigate the data review process:

- **Phase III CCR Data Quality Report** will provide a quick summary for each district regarding their CCR data and identify any potential issues (e.g., error flags) that districts have not yet addressed by Phase III of the 2025-26 CCR process.
- **Phase III CCR Roster** will contain the 2025-26 graduating cohort and graduating class-related flag to show how students are attached to schools and districts throughout the CCR verification process. During Phase III, students of the 2025-

26 graduating cohort in the CCR summary files are assigned to their accountable cohort school and district, and all other students are assigned to school/districts in which they are currently enrolled. Students in TISA summary files are assigned to the districts that will receive TISA funding, as determined during the 2025-26 Cohort process.

- **2025-26 preliminary ACT/SAT Participation Rate school-and-district level data files** will contain the ACT participation rates for the 2025-26 graduation cohort. Districts shall use this information to assist with the appeals process.
- **2025-26 preliminary student-, school-, and district-level CCR summary data files** will contain data reflecting students' CCR status as well as the underlying data elements that are being credited to the students. Districts shall use this information to assist with the appeals process.
- **2025-26 preliminary student-, school-, and district-level TISA summary data files** will contain data reflecting students' TISA status as well as the underlying data elements that are being credited to the students. Districts shall use this information to assist with the appeals process.

2.2 District Task 2: Remediation and Summary Data Files Review and Appeals

The second major task in Phase III is to review and appeal, if necessary, any denied appeals from the Phase III submission window and the summary data files. It is important to note that, during the Phase III initial submission window, all summary data files are for review only. During the remediation window, districts should review the summary files again as they are updated to include approved appeals.

2.2.1 Appealable Data Files

The department will release the following data files for district review and appeals:

- **2025-26 student-, school-, and district-level CCR summary data files** will contain data reflecting students' CCR status as well as the underlying data elements that are being credited to the students.
- **2025-26 student-, school-, and district-level TISA summary data files** will contain data reflecting students' TISA status as well as the underlying data elements that are being credited to the students.
- **2025-26 school- and district-level ACT/SAT Participation Rate data files** will contain the ACT participation rates for the 2025-26 graduation cohort.

2.2.2 Appealable Issues

Districts can resubmit appeals with appropriate supporting documentation for any appeals that were denied during the Phase II submission window.

There are two appealable issues for the student-level summary files:

- **Department Error** occurs when errors are made by the department (i.e., the calculations differ from the process outlined in the [2025-26 CCR Data Verification Guide](#)).
 - Districts may appeal if there are data errors in any of the appealable data files, such as approved records not updated in data files, student having earned CCR/TISA status but not counting in calculations, etc.
 - Required documentation: Districts must submit documentation that confirms the error.
- **Systematic Error** occurs when there are systematic and uncorrectable district data errors that are outside of the district's control. The department requires documentation to consider the appeals of systematic data errors.
 - Required documentation: Districts must submit documentation that confirms the data error that occurred was outside of district control.

Section 3. CCR Phase III Appeals Submission

All Phase III appeals shall be submitted using the [CCR Phase III Appeals Worksheet](#), and the worksheet shall be submitted via the [2025-26 CCR Phase III Appeals Form](#).

3.1 Submission Window Appeals

During the submission window, districts should review relevant data files outlined in [section 2.1](#) and submit appeals as needed. To submit appeals successfully,

districts must:

- Complete the [worksheet](#) and save it as an Excel file using the naming convention: **###_CCRPhaseIIIworksheet**. Ex: 999_CCRPhaseIIIworksheet
- Upload supporting documentation saved as an Excel or PDF file, **sorted by state student ID**, and follows the naming conventions detailed in tables 2-5.
- Submit the appeals by **October 16, 2026**.

3.2 Remediation Window Appeals

During the remediation window, districts may submit additional documents to re-appeal any denied cases, as appropriate. Districts may also submit new appeals to address any data issues outlined in [Section 2.2](#). To submit appeals successfully districts must:

- Complete the [worksheet](#) and save it as an Excel file using the naming convention: **###_CCRPhaseIIIworksheet**. Ex: 999_CCRPhaseIIIworksheet
- Upload supporting documentation saved as an Excel or PDF file
 - For any student-level appeals, supporting documentation should be **sorted by state student ID**, and follows the naming conventions detailed in tables 2-5.
 - For any school- and district-level appeals, supporting documentation should use the naming convention: **###_summaryfiledocumentation**. Ex: 999_summaryfiledocumentation
- Submit the Phase III appeals form by **October 30, 2026**.

Section 4. Summary

It is very important that districts participate in the CCR data verification process and follow the prespecified timeline, submission process, file format, and naming convention, and provide appropriate documentation to support appeals. ***While organizing the supporting documentation for appeals, it is very important to sort the document by state student ID to prevent data review errors.*** Any deviations from this data verification guide may delay the review process and potentially result in denials.

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