



# 2019 Accountability Data Appeals Guidance

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## Section 1: Overview

The 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 [TNEducation.Accountability@tn.gov](mailto:TNEducation.Accountability@tn.gov) for questions not addressed in this document.

## Section 2: Appeals Submission Timeline and Process

### 2.1 Timeline

2018-19 accountability appeals will occur during two windows. First, accountability indicator files must be submitted **between July 8 and July 19**. Overall accountability grades and designations must be submitted **between July 29 and Aug. 13**. Appeals submitted after 5 p.m. CDT on the last day of the window will be automatically denied.

The timeline below outlines important dates in the accountability appeals process.

Date	Milestone	Delivery Medium
Week of July 8, 2019	Release of indicator files: <ul style="list-style-type: none"> <li>▪ Grades 3-8 and End-of-Course student-, school-, and district- level assessment data with performance levels.</li> <li>▪ Student-, school-, and district-level Chronic Absenteeism data.</li> <li>▪ Student-, school-, and district-level WIDA ACCESS data.</li> </ul>	Accountability Application
<b>July 8, 2019</b>	<b>Accountability indicator files appeals window opens.</b>	<b>Appeals should be submitted to <a href="mailto:TNE.Accountability@tn.gov">TNE.Accountability@tn.gov</a></b>
<b>July 19, 2019</b>	<b>Accountability indicator files appeals window closes at 5 p.m. CT.</b>	<b>Appeals should be submitted to <a href="mailto:TNE.Accountability@tn.gov">TNE.Accountability@tn.gov</a></b>
Week of July 29, 2019	Embargoed district and school accountability results and <b>preliminary</b> designations are released.	Director email and Accountability Application
	<ul style="list-style-type: none"> <li>▪ Re-release of student-, school-, and district-level assessment data including TCAP Alt (social studies grades 6-8)</li> </ul> *These data are subject to appeals, but do not have any impact on accountability calculations or determinations.	Accountability Application
<b>July 29, 2019</b>	<b>Accountability designations appeals window opens.</b>	<b>Appeals should be submitted to <a href="mailto:TNE.Accountability@tn.gov">TNE.Accountability@tn.gov</a></b>
<b>Aug. 13, 2019</b>	<b>Accountability designations appeals window closes at 5 p.m. CT.</b>	<b>Appeals should be submitted to <a href="mailto:TNE.Accountability@tn.gov">TNE.Accountability@tn.gov</a></b>
<b>Aug. 15, 2019</b>	Final accountability calculations and designations lists to release publicly.	Accountability Application and TDOE website

\*Please note, additional files will be released through the Accountability Application throughout the months of July and August. However, these 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., Questar, 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. Please note, milestones dates are estimates and are intended to provide guidance around when to expect results. However, the production of TDOE files are determinant on vendor delivery; these dates may be adjusted accordingly.

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## 2.2 Submission Process

Districts submitting appeals must explain the appealable issues in a letter on district letterhead from the district's director of schools. Districts must submit this letter along with any supporting documentation to [TNEA.Accountability@tn.gov](mailto:TNEA.Accountability@tn.gov).

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## Section 3: Accountability Appeals Parameters

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.

Appealable issues:

- Department Errors
  - The department made a calculation error (i.e., the calculations differ from the process outlined in the [2019 Accountability Protocol](#)).
- Special Circumstances
  - Systematic and uncorrectable district data errors

Districts may appeal if there are major, systematic data quality issues in their data files that they could not, or did, correct during the testing window. The department requires documentation to consider appeals of systematic data errors. Acceptable evidence will demonstrate that the data were correct in EIS at the time of processing.

Please note that 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.

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## Section 4: 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/superintendent are eligible for access to the Accountability Application. Eligible personnel can access the site through [Single Sign On](#) or through the [legacy page](#).

### **How does the department calculate accountability determinations?**

Please consult the [2019 Accountability Protocol](#) document for details.

### **Under what circumstances may a district submit an appeal?**

Please see [section 3](#) of this document.

### **What is the process for submitting an appeal?**

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

### **What is the deadline for submitting an appeal?**

- **July 19, 2019** is the deadline for submitting accountability appeals that include input files. The department will automatically deny appeals submitted after 5 p.m. CT on July 19.
- **Aug. 13, 2019** is the deadline for submitting accountability designation appeals. The department will automatically deny appeals submitted after 5 p.m. CT on Aug. 13.

### **If the department denies a district appeal, may the district appeal the denial?**

No, the department's appeals decisions are final.

### **To whom should districts address any questions or concerns relating to accountability data and appeals?**

Districts should submit all accountability-related inquiries to [TNE.Accountability@tn.gov](mailto:TNE.Accountability@tn.gov).