



2018 District 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 what, how, and when districts may appeal. Please contact TNEA.Accountability@tn.gov for questions not addressed in this document.

Section 2: Appeals Submission Timeline and Process

2.1 Timeline

2017-18 accountability appeals must be submitted **between July 5 and July 26**. Appeals submitted after 5 p.m. CDT on July 26 will be automatically denied.

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

Date	Milestone	Delivery Medium
Week of May 21, 2018	End-of-Course Raw Scores	Nextera Admin Site
Week of June 11, 2018	End-of-Course Student-, School-, and District-Level Data with Performance Levels	Accountability Application
Week of June 11, 2018	Grades 2-8 Raw Scores	Nextera Admin Site
Week of June 25, 2018	End-of-Course Student, Parent, Teacher, and District TNReady Reports available electronically	Nextera Admin Site
Week of July 2, 2018	<ol style="list-style-type: none"> Grades 3-8 Student-, School-, and District-Level Data with Performance Levels Student, School, and District Chronic Absenteeism Data Grade 2 Student-, School-, and District-Level Data with Performance Levels Student, School, and District WIDA ACCESS Data Student, School, and District Ready Graduate Data 	Accountability Application
July 5, 2018	District Appeals Window Opens	Appeals should be submitted to TNED.Accountability@tn.gov
Week of July 15, 2018	Grades 2-8 Student, Parent, Teacher, and District TNReady Reports available electronically	Nextera Admin Site
Week of July 15, 2018	TVAAS Teacher, School, and District Data	Accountability Application
July 26, 2018	District Appeals Window Closes	Appeals should be submitted to TNED.Accountability@tn.gov
Week of Aug. 6, 2018	Embargoed District and School Designations	Director Email and Accountability Application
Week of Aug. 13, 2018	2018 Data Loaded in TVAAS Restricted Site	TVAAS Restricted Website

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.

Section 3: Accountability Appeals Parameters

3.1 Appealable and Non-Appealable Situations

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 [2018 Accountability Protocol](#)).
- Special Circumstances
 - Systematic and uncorrectable district data errors

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.

3.2 Systematic 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.

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 [2018 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.

What is the deadline for submitting an appeal?

July 26, 2018, is the deadline for submitting district accountability appeals. The department will automatically deny appeals submitted after 5 p.m. CT on July 26.

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.