



ACT Appeals Guidance

Last updated: 4/9/2019

Table of Contents

Section 1: Overview	3
Section 2: Appeals Parameters	4
2.1 Appeals Context.....	4
2.1 Appealable and Non-Appealable Situations	4
Section 3: Appeals Submission Timeline and Process	6
3.1 Timeline	6
3.2 Submission Process	6
3.2.1 Required Documentation.....	6
3.2.2 Submission Format.....	6
3.2.3 ACT Appeals Submission Worksheet.....	6

Section 1: Overview

The ACT appeals process allows districts to resolve ACT data issues in line with federal and state guidelines. This document explains what, how, and when districts may appeal. Please contact TNE.Accountability@tn.gov for questions not addressed in this document.

Section 2: Appeals Parameters

2.1 Appeals Context

ACT data included in accountability reflect **only** the students in the prior graduation cohort who earned an on-time regular diploma. Students count in a cohort based on the year they entered grade 9. Please consult the [Graduation Cohort Protocol](#) on the cohort application for more information.

2.1 Appealable and Non-Appealable Situations

Districts may submit ACT appeals **only** for graduates who are missing ACT data or whose scores increase above 18 or 21. Other appeals may not be accepted.

Appealable issues:

- Missing ACT data
 - The district has score reports and/or data files that contain valid ACT scores for students with missing score information in the student level file on the accountability application.
- Higher ACT data
 - The district has score reports and/or data files that contain valid ACT scores for students whose missing scores would put them at 19 or above (if they had previously scored below 19) or 21 or above (if they had previously scored below 21).
- SAT data
 - The district has score reports and/or data files that contain valid SAT scores for students with missing score information in the student level file on the accountability application.

Non-appealable issues:

- Higher ACT data
 - The district has higher scores than those listed in the student level ACT file that do not put the student at 19 or above (if the student previously scored below 19) or 21 or above (if the student previously scored below 21).
- Cohort change
 - A student who graduated early (i.e., the year before their expected cohort graduation year) does not appear in the file.
 - Graduates must count with their graduation cohort rather than their graduating class per federal law.
- Student demographic changes
 - All demographic data must be corrected through EIS as part of the graduation cohort process. Please consult the [Graduation Cohort Protocol](#) on the Cohort application for more information.

The department requires documentation to consider ACT appeals. Acceptable evidence includes:

- Data files from ACT or SAT that include the appealed student(s)
- Student score reports from ACT or SAT

The department will not consider the following types of documentation:

- Transcripts that list ACT or SAT scores
- Student Information System screenshots of students' recorded scores

-
- Letters from schools or families stating scores

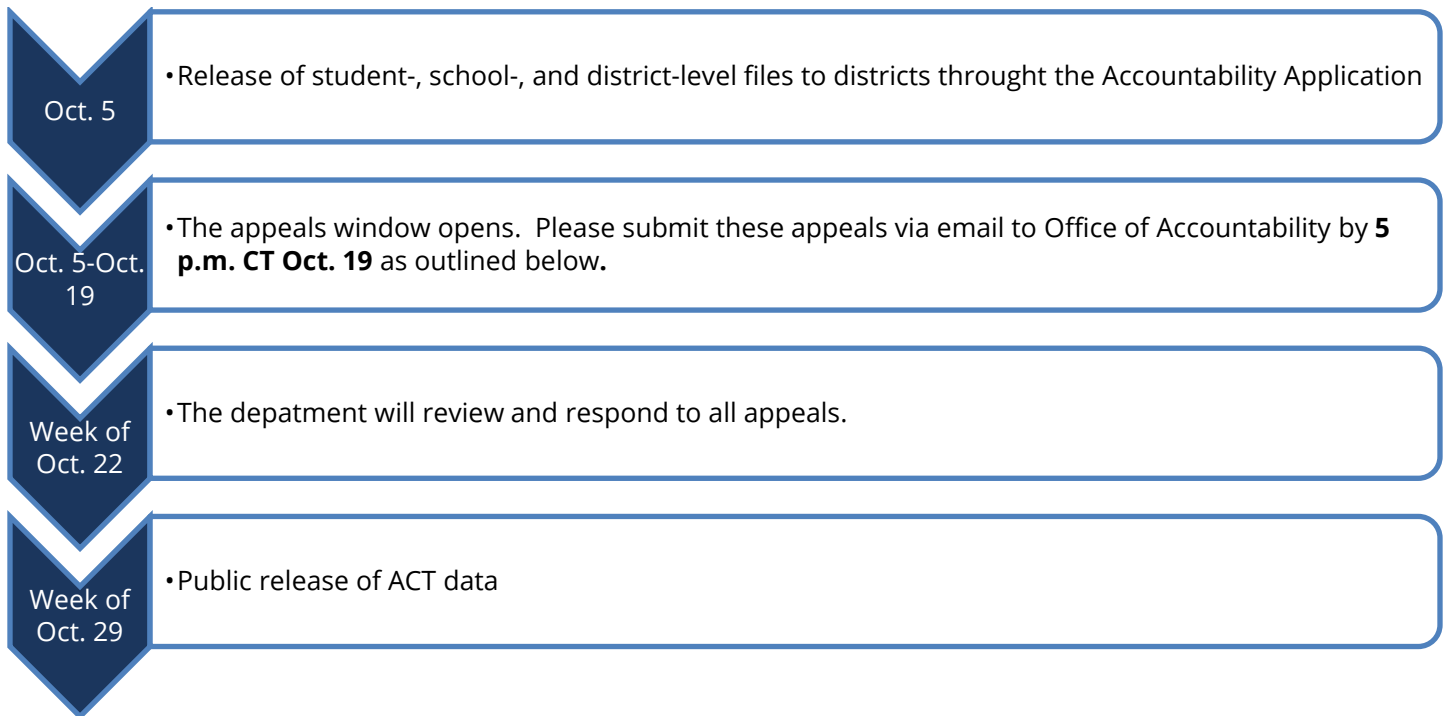
Districts should submit a spreadsheet of all 2018 graduates and their ACT scores as part of their appeal. Please see [section 3.2](#) for more information.

Section 3: Appeals Submission Timeline and Process

3.1 Timeline

2018 ACT data appeals must be submitted **between October 5 and October 19** for the data to be reflected for public reporting and in accountability. The department will conduct a second appeals window in the spring for inclusion in accountability **only**. More information about the spring appeals process and timeline will be available in the *Commissioner's Update for Directors*.

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



3.2 Submission Process

3.2.1 Required Documentation

The department will only consider appeals that include all of the following components:

- Score reports and/or data files that list score information for each graduate with missing data
- Completed ACT Appeals Submission Worksheets (please consult [section 3.2.3](#) for more details).

3.2.2 Submission Format

Districts must submit all ACT appeals in one email to TNEA.Accountability@tn.gov before **5 p.m. on Friday, Oct. 19**. ACT appeals emails must come from the district's director of schools.

3.2.3 ACT Appeals Submission Worksheet

[ACT Appeals Submission Worksheets](#) must be complete and correct. Please follow the submission instructions on the next page closely to expedite appeals processing.

1. Please save the ACT Appeals Submission Worksheet Excel file using the following naming convention: **“###_Appeals_Submission_Worksheet”** where “###” is your district number.
 - a. Please only change the Appeals Submission Worksheet as specified in the instructions below.
 - b. If you are unable to locate your district and school number, please consult any of the files on the accountability application or search the [School Directory webpage](#).
2. If your district is submitting documentation for each student, please name each document as follows: **“DistrictNumber_SchoolNumber_StateStudentIdNumber”**
 - a. As an example, district number **001** submitting documentation for school **100** and student **1234567** would name the corresponding document: **“001_100_1234567”**
2. If your district is submitting documentation that includes information for multiple students, please submit one document per school that includes all affected students at that school Please name each document as follows: **“DistrictNumber_SchoolNumber_AllStudents”**
 - a. As an example, district number **001** submitting documentation for school **100** would name the corresponding document: **“001_100_AllStudents”**
3. Please **submit all documentation as attachments to the appeals email**.
4. Please submit only one ACT Appeals Submission Worksheet per district as an email attachment to TNE.Accountability@tn.gov. **Please note that this email must come from the director of schools in your district.**
5. Please fill out the **“Contact_Info”** tab of the ACT Appeals Submission Worksheet **before** filling out the **“District_Appeals”** tab. Please enter current contact information for the relevant personnel in your district.
6. Please enter the state student ID number in column A of the **“District_Appeals”** tab **before** entering school and student information. Please do **not** change any column headings.
7. Please enter the school number in column D. Please enter last, first, and middle names in columns E through G. Please enter score information in columns H through L.

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 TNE.Accountability@tn.gov.