Fourth Grade: Data Submission

Pursuant to. T.C.A. § 49-6-3115, students in the third grade who are not determined to be proficient in English Language Arts (ELA) based on the student's performance level on the ELA portion of the student's most recent Tennessee Comprehensive Assessment Program (TCAP) test are at risk of retention.

Last fall, local education agencies (LEAs) submitted pathway decisions for 2022-23 third grade students who were not determined to be proficient in ELA based on the student's TCAP performance level.

For fourth grade reporting, LEAs will confirm the pathway students took during the 2023-24 school year, provide information on students who received tutoring (pursuant to. T.C.A. § 49-6-3115) and provide information on pathway decisions for fourth grade students who received required tutoring while on a pathway that required the student to demonstrate adequate growth.

LEAs will submit final student pathway decisions as well as LEA-level evidence to the department in the TNShare, EIS Supervisor folder by **9/6/2024.**

Office hours will be held to answer any questions on Thursday 8/15/2024 at 2pm CT and on Wednesday 8/21/2024 at 10am CT. Please [click here](#) to access office hours.

Instructions

Each LEA has been provided with a spreadsheet that includes all current fourth grade students who did not reach proficiency on their 2022-23 third grade ELA TCAP assessment or their retake assessment. LEAs will use this spreadsheet to confirm the pathway each student took in fourth grade, provide information on tutoring, and indicate the decided pathway for fourth grade students who were required to demonstrate adequate growth.

STEP 1: Download reporting spreadsheet
Each LEA will download its unique reporting spreadsheet from their TNShare, EIS Supervisor folder (subfolder: 2024 3rd Grade Data).

STEP 2: Review state data
The spreadsheet provided includes prepopulated data points for each student, capturing the student's 2022-23 district and school, the student's 2023-24 district and school, the student's TCAP results, and Adequate Growth results. In addition, the student's third grade promotion decision is populated, as reported in September 2023 by the student's 2022-23 LEA.

The provided state-level data points include:

- *Columns D-G - 2023-24 District and School:*
  - This is the district and school where the student was rostered for the 2023-24 TCAP.

- *Columns H-K - 2022-23 District and School:*
  - This is the district and school where the student was rostered for the 2022-23 TCAP.
- *Column L - 2022-23 TCAP ELA Performance Level, Spring:*
  - 1 – Below Expectations
  - 2 – Approaching Expectations
  - Blank - Valid Score Not Available
- *Column M - 2022-23 TCAP ELA Performance Level, Retake:*
  - 1 – Below Expectations
  - 2 – Approaching Expectations
  - Blank - Valid Score Not Available
- *Column N - 2023-24 TCAP ELA Performance Level, Spring*
  - 1 - Below Expectations
  - 2 - Approaching Expectations
  - 3 - Met Expectations
  - 4 - Exceeded Expectations
  - Blank – Valid Score Not Available
- *Column O - 2023-24 TCAP ELA, Met Adequate Growth Target*
  - Y- Met Adequate Growth Target
  - Blank- Student did not reach adequate growth or did not have sufficient data

STEP 3: Verify the third grade pathway for each student

Please review the provided Third Grade Promotion Decision for each student. If the student was placed on a pathway different than what was reported to the state in September 2023, use the "Updated Promotion Decision (If Applicable)" column to indicate the actual third grade pathway the student was placed on. If the listed Third Grade Promotion Decision is accurate, no additional LEA reporting is required in this section.

- *Column P-Q – Third Grade Promotion Decision (As reported by student's 22-23 LEA) and Updated Promotion Decision (If Applicable):* Only populate Column Q if the provided Third Grade Promotion Decision is inaccurate.
  - **Promoted**: Student was promoted to 4th grade with no additional requirements.
  - **Promoted with Tutoring in ELA**: Student was promoted to 4th grade but receive high-dosage, low-ratio tutoring for the entirety of the school year. Student was required to show adequate growth on the 4th grade ELA portion of the TCAP test or participate in the conference pathway before promotion to 5th grade.
  - **Retained**: Student was retained and repeated the 3rd grade.
  - **Not Enrolled**: Student is no longer enrolled at the district.
  - **Not Reported:** Third grade promotion decision was not reported for the student in 2022-23.

STEP 4: Report Tutoring Information

For each student that was promoted with tutoring, the LEA will need to report the provider, format, and frequency of tutoring each student received during the 4th grade in the 2023-24 school year. This section only needs to be completed for students with a promotion decision of "Promoted with Tutoring." Responses are not expected for students on other pathways.

- *Column R* **- Tutoring Provider:**
    - o District-Provided: Tutoring was provided by the district using existing staff or hiring new staff or volunteers.
    - o Community Partner-Provided: Tutoring was provided by a non-profit Community Partner organization.
    - o Other: Tutoring was provided by a private company, or other type of provider that is not the district or a community partner.
- *Column S* - **Format:** If tutoring was provided through both formats, please select "In-person."
    - o In-person: Tutoring was provided in-person.
    - o Online: Tutoring was provided virtually.
- *Column T* - **Schedule:** If tutoring was provided through both schedule types, please select "during the day."
    - o During the School Day: Tutoring was provided within the standard daily bell schedule.
    - o Out of School: Tutoring was provided before school or after school, or by extending the school day to add in tutoring.
- *Column U* - **# Days Per Week:** The number of days per week the student was scheduled to receive tutoring for the duration of the 4th grade year. Enter a whole number.
- *Column V* - **# Minutes per Session:** The number of minutes the student was scheduled to attend each tutoring session. If tutoring sessions varied in length, the average length per session. Enter a whole number.
    - o Note: this is not the total number of minutes per week or per year, but the number of minutes scheduled per session.

STEP 5: Report the fifth grade pathway for each student

Column W - For each student that was promoted to 4th grade with tutoring, the LEA will need to report the fifth grade pathway chosen. This section only needs to be completed for students with a promotion decision of "Promoted with Tutoring." Responses are not expected for students on other pathways.

- **Promoted- AG**: Student was promoted because they demonstrated adequate growth on the 4th grade ELA TCAP.
- **Promoted- Proficient**: Student was promoted because they demonstrated proficiency (Met or Exceeded Expectations) on the 4th grade ELA TCAP.
- **Promoted- Conference Pathway:** Student was promoted because a conference was convened to determine promotion with free tutoring in 5th grade.
- **Retained:** Student was retained and will repeat the 4th grade.
- **Not Enrolled:** Student is no longer enrolled at the district.

STEP 6: Upload completed report

After completing the reporting spreadsheet, LEAs should upload the completed file back to the same TNShare folder from which the original was downloaded. Please add "Completed" to the file name to denote the LEA has finished filling in all required fields.

Other Notes:

- **Students switching or new to your LEA:**
  - If a student took the Spring ELA TCAP in your LEA but is no longer enrolled, the LEA should still complete the spreadsheet with all available information on the student and then select "Not Enrolled" in the final pathway decision. It is important to complete the other relevant information and data on the student to assist in providing this information to districts receiving transferring students.
  - If a student has transferred into your LEA from another Tennessee LEA but did not take the Spring ELA TCAP in your LEA, please reach out for all transfer records as you normally would for such students. If you are unable to receive the information in a timely manner, please use the second tab of the workbook (*Transfers)* to list the state student ID and student name of such transfers. The state will work to share back information submitted through this process as quickly as possible. While districts should still primarily receive this information from sending districts, the state can provide state facilitated data points to help inform district decisions as quickly as possible.
  - The [Promotion & Retention Guidelines and Toolkit](#) contains both a Third Grade and Fourth Grade Promotion Student Record Template that can be included in student records and are particularly helpful when students transfer to a new school or district.