Universal Reading Screener
Responsibilities of Local Education Agencies, Public Charters, and Vendors

Tennessee Literacy Success Act Compliance

Tennessee Literacy Success Act

Requirements

The Tennessee Literacy Success Act (TLSA) requires local education agencies (LEAs) and public charter schools to report kindergarten through grade 3 universal reading screener (URS) data to the department after each of three administration windows set by the state. *See* T.C.A. § 49-1-905(c)(6); State Board of Education Rule 0520-01-03-.15(8). LEAs and public charter schools are required to administer assessments according to the Minimum URS Matrix and companion guidance. The seven state-board approved vendors are required to submit the screener data on behalf of the LEAs and public charters. *See* State Board of Education Rule 0520-01-03-.15(5)(d). LEAs and public charters are responsible for ensuring data is accurate and without errors. LEAs and public charters should work directly with vendors to meet department requirements regarding URS data. *See* "Data Quality Responsibilities."

LEA and Public Charter-Specific Responsibilities

LEAs and public charters are solely responsible for ensuring the valid administration of the URS. If they have questions about administration specific to the vendor, they should reference vendor-provided literature or reach out directly to selected vendor for support. If they have programmatic questions about department requirements, they should reach out to TN.UniversalScreener@tn.gov.

LEAs and public charters should reference the TN Universal Reading Screener: Administration Guidelines for Pre-Kindergarten through Grade 3, as well as the K-3 URS Administrative Guidelines document, for detailed URS requirements.

In support of submitting accurate and complete data, LEAs/charters are responsible for the following:

- Updating Foundational Literacy Skills Plan and accurately reporting selected URS vendor to the Department
- Ensuring accurate rostering through selected format (e.g., manual, Classlink, Clever, etc.) in accordance with vendor specifications and department requirements
- Using state-provided student ID numbers, not local ID numbers
- Administering required assessments within the state-mandated windows
- Communicating directly with vendors to address any data discrepancies or errors within 10 days of the close of the URS administration window

Vendor Responsibilities

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Vendors are responsible for ensuring that data files are submitted to the SFTP site, in the correct file format, on or before the deadline. They are responsible for timely submission of files during the processing window, to allow sufficient turnaround, to address any errors within the file before the final due date for clean data. Vendors are responsible for working directly with LEAs and public charters to correct file errors and to resubmit cumulative, corrected files before the deadline.

Data Quality Responsibilities

The submission of clean and valid data is imperative. URS data is used for various purposes, including compliance with the Tennessee Literacy Success Act, legislative reporting, and grade 3 promotion and retention decisions. Ensuring accurate data is the responsibility of the LEA/public charter. The chart below outlines the most common data quality errors, outlines vendor and LEA/public charter responsibility, and exists to ensure errors are resolved and formally processed by the department.

Common Data Quality Errors	Vendor	LEA/Charter
Administration Outside the Testing Window	No file adjustments can fix this issue. Vendors should continue messaging state-mandated windows along with any vendor-specific normative information.	LEAs and public charters should reference department-issued guidance to ensure administration within required windows.
Student State ID Numbers – File Format	Vendors must reference data quality reports and notify LEAs/public charters if SSIDs do not conform to the required file specs. File format issues do not get processed. Therefore, vendors must communicate these issues with LEAs and public charters for them to be aware there is a problem and to resolve the errors.	LEAs/public charters must ensure correct state, not local, student IDs are rostered with the vendor. All SSIDs must be numeric and not exceed 9 digits. If LEAs/public charters turned in data but are notified that data is missing, check with vendor directly about file format errors.
Student State ID Numbers – Unknown Number	Vendors should analyze data quality reports provided by the department to identify instances of unknown SSIDs and notify clients of these errors within the data file. Vendors must work with client to resolve unknown SSID errors.	LEAs and public charters should reference their data quality reports provided in the TNShare folder to identify instances of unknown SSIDs. They should work with vendors to provide accurate SSIDs and resolve any unknown SSID errors.
Teacher License Numbers – File Format	Incorrectly formatted TLN data can cause the file to fail during processing. Vendors should communicate with clients if the TLN does not conform to file spec requirements. TLNs must be numeric and not exceed 9 digits.	LEAs/public charters should ensure correct TLNs are rostered and submitted. TLN numbers that do not match file requirements may cause the file to fail. TLNs must be numeric and not exceed 9 digits. If they turn in

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	Leading zeroes can be deleted if needed.	data but are notified that data is missing, check with the vendor directly about any file format errors.

Common Data Quality Errors	Vendor	LEA/Charter
Teacher License Numbers – Unknown Number	While unknown Teacher License Numbers will not cause the file to fail, vendors should work with clients to provide clean, error free data.	LEAs/public charters should reference their data quality reports provided in the TNShare folder to identify instances of unknown TLNs. While unknown Teacher License Numbers will not cause the file to fail, LEAs and public charters should work with vendors to provide clean, error free data.
Test/Subtest Administration	Vendors should support communication of required assessments to produce a valid composite score.	LEAs/public charters must ensure administration of required subtests according to the Minimum URS Matrix and related Department-issued guidance. A valid* composite score percentile is required, as well as valid* scores for all assessments outlined in the Basic Reading, Reading Fluency, and Reading Comprehension rows of the Matrix.
Missing LEA/School(s)	If a vendor has an active contract and data-sharing agreement with an LEA or public charter that does not submit data or data shows as missing for the LEA and/or any of its K – 3 schools, the vendor should communicate with the client to troubleshoot the errors. If the client turned in data, it is possible the data errored out due to formatting issues or incorrect Unknown SSIDs	If the LEA or public charter notes that their data is missing in part or whole, they should consult data quality reports and communicate with vendor directly. Incorrect data formatting due to non-legal entries, as well as unknown SSIDs may cause a failure of data processing.

*Valid is defined as scores submitted to the department by a state-board approved vendor and processed without error.

Guiding Questions for LEAs and Public Charters in Ensuring Accurate and Complete Data Submission

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In ensuring compliant data submissions, LEAs and public charters might ask their vendor(s) the following questions:

- Is our data-sharing agreement in place?
- Is there a way to ensure that our rosters include student information in a format that will be processed correctly according to TDOE file submission standards?
- Did all parts of the submitted file comply with file expectations?
- Did any data not process due to improper file formatting?
- For files that processed but produced unknown SSIDs, what do we as an LEA/public charter need to do to remedy these errors?
- Will the initial and/or corrected file be submitted by the Department's designated deadline?
- Will you notify us of the status of the resubmitted data file?

Department Responsibilities

According to State Board of Education Rule 0520-01-03-.15(5)(d), after every URS administration, the Department shall send written notice to any LEA or public charter school that is out of compliance with cited rule. The notice shall:

- Clearly state that the LEA or public charter school's vendor is out of compliance with this rule or TLSA;
- Outline the reasons for non-compliance; and
- State that the failure to remedy the non-compliance by the deadline set by the Department may result in the recommendation to the State Board to remove the URS from the approved list based on such non-compliance.

Non-compliance includes but is not limited to

- Not submitting data from a State-Board approved vendor
- Not testing within Department administration windows. For more information, see Required K – 3 Universal Screening Windows 2024-25
- Not submitting complete data according to the requirements of the Minimum URS Matrix
- Submitting data with exceptions and/or errors
- Vendors and LEAs/public charters not working to clean inaccurate data files

LEAs and public charter schools must work with the vendor to remedy any non-compliance with rule and TLSA by expected deadline.

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