

# Guidelines

for the

## Academic Excellence Indicator System

### 2011-12 Report

The following guidelines have been developed by the Division of Performance Reporting of the Texas Education Agency to help districts understand their responsibilities regarding the Academic Excellence Indicator System (AEIS) reports. Please read these guidelines carefully.

*Texas Education Code Chapter 39\** requires each district's board of trustees to publish an annual report that includes the AEIS report; campus performance objectives; a report of violent or criminal incidents; and, information received under Texas Education Code §51.403(e) from the Texas Higher Education Coordinating Board. The board of trustees shall hold a hearing for public discussion of the report, and they shall widely disseminate the report within the district.

\* The 2011-12 AEIS Guidelines refer to TEC Chapter 39 as it existed before amendment by House Bill (HB) 3, 81st Texas Legislature, 2009. This remains in effect through the 2011-12 school year.

- 1. Publishing an Annual Report.** The AEIS report comprises the main part of the district's annual report. Districts must publish the AEIS report in the format prepared by TEA. Apart from the AEIS report, districts must also include campus performance objectives (see item **2.** below), a report of violent or criminal incidents (see item **3.** below), and information received from the Texas Higher Education Coordinating Board (THECB) for each high school campus in the district (see item **4.** below). Districts may add narrative describing their schools; present additional data, charts, and diagrams; and give further explanation of the data prepared by TEA.

**Of the materials provided by TEA to the district, those that must be made available to the public are the Performance and Profile sections for the district and for every campus in the district.** For 2011-12, Campus Comparable Improvement Reports are not available. For districts with bilingual and/or ESL data, Section III, the *Bilingual Education/English as a Second Language Report*, follows the Profile section. All three sections are required to be published. Campus reports do not have Section III.

It is also helpful to provide a copy of the *AEIS Glossary*. Where appropriate, the Spanish version *Glosario* should be made available. The English version of the *Glossary* will be available by late November 2012, concurrent with the public release of the AEIS. The Spanish translation will follow in January. Other materials provided by TEA, such as these *Guidelines*, are for district or campus use only.

To access, save, and print your AEIS reports, log onto the Texas Education Agency Secure Environment (TEASE) website at:

<https://prvor.tea.state.tx.us/>

This search site is designed for district use only and provides the basic materials districts

need to comply with the mandated publication requirements of the AEIS. See items **6.** and **7.** below for details on how to access and print reports off the TEASE site. Note that by late November 2012, all 2011-12 AEIS information will be made available to the public online at:

<http://ritter.tea.state.tx.us/perfreport/aeis/2012/index.html>

- 2. Campus Performance Objectives.** *Texas Education Code* §11.253 requires that each campus improvement plan set objectives based on the AEIS report and periodically measure progress toward the performance objectives. These objectives must be approved by the local board of trustees and must be included in the published AEIS report.
- 3. Report on Violent or Criminal Incidents.** Texas statute requires every district to publish a report on violent or criminal incidents at their schools. This report is meant to be available for use and review by the public in the district; a copy does **not** need to be sent to TEA. It is a local responsibility to determine the format of this report and publish it. The content of the report should reflect the requirements in *Texas Education Code* §39.306. These requirements read, in part:

(a) The annual report must . . . include:

- (4) a statement of the number, rate, and type of violent or criminal incidents that occurred on each district campus, to the extent permitted under the Family Educational Rights and Privacy Act of 1974 (20 U.S.C. Section 1232g);
- (5) information concerning school violence prevention and violence intervention policies and procedures that the district is using to protect students;
- (6) the findings that result from evaluations conducted under the Safe and Drug-Free Schools and Communities Act (SDFSCA) of 1994 (20 U.S.C. Section 7101 et seq.).

For clarification, please contact Priscilla Gonzalez-Flores at (512) 463-2395 (Division of Educator Initiatives).

- 4. Reports of Student Enrollment and Academic Performance.** Texas statute (TEC §51.403) requires every district to include with its AEIS report a report on student performance in postsecondary institutions during the first year enrolled after graduation from high school. The THECB posts this data on its website at:

<http://www.txhighereddata.org/Interactive/HSCollLinkFilters/HSGradAcademicPerformance.cfm>

The most current report is titled *Report of 2009-2010 High School Graduates' Enrollment and Academic Performance in Texas Public Higher Education in FY 2011*. The first page of this document describes the data. Please read that page to understand what is reported. The list of individual high schools and their performance follows.

To comply with statutory requirements, find the information for your district, print it, and include it with the published AEIS report. Explanations from the report's first page may be a useful addition to your published AEIS report.

Data in the *Report of 2009-2010 High School Graduates' Enrollment and Academic Performance in Texas Public Higher Education in FY 2011* is given for individual high

schools with more than 25 students; however, districts are not required to report grade point average results for individual high schools. If you choose to report only district level data, sum the individual high school data. If data for a district are masked due to small numbers of students, districts should still publish their section of the report, showing the masked data, just as they would publish any data that are masked in the AEIS report. Questions about accessing these reports should be directed to the THECB at (512) 427-6533.

- 5. Public Hearings.** A hearing for public discussion of the annual report must be held within 90 calendar days from November 15, 2012 (the release date to superintendents on TEASE). The winter holiday does not count toward the 90 days. Parents and property owners must be notified of the hearing. State law stipulates that notification **MUST** include “notice to a newspaper of general circulation in the district and notice to electronic media serving the district.” This notice can be in the form of a press release or other announcement, but it must be made available to local print and electronic media (*i.e.*, newspaper, radio, and television). It must clearly state the date, time, and place of the hearing and explain the nature of the hearing. The hearing may be combined with a regularly scheduled meeting of the local board of trustees, but must be held at a reasonable time, when parents and taxpayers can attend. Within two weeks after the hearing, the AEIS report must be widely disseminated within the district.
- 6. How to Access the Reports.** The TEA-generated AEIS reports are available on the TEASE website, as of November 15, 2012. Every superintendent should have a logon to this site, or have a designated staff member with access to the site. The reports will be added to the public site by the end of November.
- 7. Printing the Reports.** On the TEASE site, AEIS reports are available as Portable Document Format (PDF) files. For 2012, the AEIS does not include Comparable Improvement reports. You may select the district report, or all campuses in your district. The reports have been designed to allow for double-sided printing. Blank pages have been added after the cover page and at the end of every campus report that has an odd number of pages. *Please save these reports to a local drive or server.*
- 8. Disseminating the Report.** Disseminating the report can be accomplished by directing readers to the agency’s AEIS website or to your local website. To accommodate members of the public without internet access, a copy of the full AEIS report should be posted to at least one public place such as each school office, local businesses, and/or public libraries. Districts may also opt to distribute copies through mailings or via students. The district is responsible for finding the most efficient and cost-effective method of making the annual AEIS reports available to the public.
- 9. Requirement for Notice.** *Texas Education Code Chapter 39* requires that districts post the most current AEIS reports on the district website by the 10th instructional day of the school year. While this statute does not require that the district website be updated with the latest AEIS reports following the 10th instructional day of the year, you are strongly encouraged to make the 2011-12 reports available to the public on your own website. With the PDF version of the reports, this can be done easily. TEA’s public website will have the AEIS reports online (as HTML as well as PDF) by late November. For more information on this requirement, see our FAQ at:

[http://ritter.tea.state.tx.us/perfreport/3297\\_faq.html](http://ritter.tea.state.tx.us/perfreport/3297_faq.html)

**10. Making Changes to Data:** By the time AEIS reports are generated, it is too late for districts to correct any data printed on the reports. Corrections to PEIMS data used in the AEIS report must be made using the procedures described in the *PEIMS Data Standards*, well ahead of the time the AEIS reports are generated by TEA. The submission and resubmission period for PEIMS (Submission 1) was roughly from November 2011 through mid-January 2012. For changes to the TAKS results, college admissions test data, Advanced Placement tests, or International Baccalaureate tests, corrections must be handled through the appropriate testing contractor. However, if there are discrepancies between the data that appear on the AEIS report and locally computed data, the district may add a statement to the reports explaining the discrepancies.

**11. Publishing a Summary Report:** In addition to publishing the full AEIS report and having it available publicly, the district has the option to produce a shortened or summarized report, showing performance on key indicators. This summary must clearly indicate where and how to obtain a copy of the full report. Note that the *School Report Card* will not be available for the 2011-12 school year. (See item **15.** below)

**12. Changes to this Year's AEIS:** Due to the lack of state assessment results for most grades and no accountability information, the AEIS reports are substantially reduced for 2011-12.

- **STAAR:** No STAAR results are shown on the 2011-12 AEIS reports, since performance standards have not been determined yet for the grades 3 – 8 STAAR assessments.
- **TAKS – Indicators that change:**
  - TAKS by grade: Performance is shown only for grades 10 & 11.
  - TAKS (Sum of All Grades Tested): shown for grades 10 & 11 only.
  - TAKS Commended Performance: shown for grades 10 & 11 only.
  - TAKS-M: Results on the TAKS-M assessments are included in the TAKS indicators and also shown separately, for grades 10 & 11 only.
  - TAKS-Alt: The TAKS-Alt was not available for the 2012 TAKS administration.
  - No Prior Year: Only one year of data (spring 2012) is shown.
  - TAKS Participation: No participation report is available for 2011-12.
  - Progress of Prior Year TAKS Failers: Performance is shown only for grades 10 & 11.
  - TAKS Performance of Mobile Students (state report only): Performance is shown only for grades 10 & 11.
- **TAKS – Indicators that do not change:**
  - TAKS Exit-Level Cumulative Pass Rate.
- **ELL Progress Measure:** This indicator is not available for the 2011-12 AEIS reports.
- **Annual Dropout Rate:** Only one year of data is shown for this indicator, because dropout rates for 2010-11 are not comparable to those reported for 2009-10.
- **4-Year Completion Rate (Gr 9-12):** This indicator is shown for the class of 2011 only, with new exclusions required under Texas Education Code applied to the district and campus rates only. Note that the district and campus reports show “N/A” for the state and region columns. The required exclusions are not part of the methodology used to calculate state and region 4-year completion rates, therefore, the state and region reports show the 4-year completion rate without the exclusions applied.

- ***Non-Educationally Disadvantaged:*** This is a new item on the AEIS reports. It is the complementary count and percent to Economically Disadvantaged. That is, it is defined as those not eligible to participate in free or reduced-price lunch or to receive any other public assistance.
- ***Instructional Staff Percent:*** This item, which has previously been available on the School Report Cards has been added to the campus reports. It is only reported at the district level, so the campus column is blank.
- ***Instructional Expenditure Ratio:*** This item, which has previously been available on the School Report Cards has been added to the campus reports. It is only reported at the district level, so the campus column is blank.
- ***AEIS Download Data:*** The data downloads will be available by late November on the public site. Variables have been added to the download:
  - At-Risk: The campus-level performance of students who are at-risk of dropping out of school can be downloaded, for all indicators.
  - Mobility: District-level mobility has been added to the district download. Note that this indicator is still calculated at the campus level.
- ***Campus Comparison Groups:*** While there is no Comparable Improvement to report for 2011-12, the campus comparison groups will be available later, on the public site. Districts are not required to include those with the publication and dissemination of the AEIS reports.

**13. Other Data Issues:** In releasing these reports to the public and the media, districts are encouraged to include a copy of the *AEIS Glossary*. Districts may explain any discrepancies between locally-computed statistics and the values received from TEA. The following are some of the most commonly requested explanations for perceived discrepancies between state and local data. (Districts may wish to include any or all of these.)

- ***Time frame:*** The time of data collection varies from indicator to indicator. For example, test scores for the ACT and SAT may be from tests taken when graduating seniors were juniors, or even sophomores. Dates of data sources are given in the *AEIS Glossary*.
- ***Static versus Dynamic Data Sources:*** Most of the data provided are derived from collections compiled at a specific time to create an annual statistic. Districts may maintain cumulative or dynamic sets of similar information, which they may wish to provide locally. An example of this might be the cumulative number of recovered dropouts.
- ***The “October” or “Accountability” Subset:*** TAKS results are adjusted to account for student mobility. Only passing rates for students who were enrolled in the campus or district as of October 28, 2011 (for the spring 2012 test) were included in the AEIS reports.
- ***Masking:*** Masking rules are applied to results of the TAKS tests in order to be in compliance with the federal Family Educational Rights and Privacy Act (FERPA). Other performance indicators are also masked, such as AP/IB and SAT/ACT results. For more information on masking rules and symbols, see the explanation of masking at

<http://ritter.tea.state.tx.us/perfreport/aeis/2012/masking.html>

- 14. Explanation to Parents and Staff:** As previously mentioned (see item 5.), districts are required to notify parents (including anyone having lawful control of a student), property owners, and the local media of the AEIS hearing for public discussion. Beyond that, the superintendent may want to encourage principals to meet with staff to discuss their campus report; and, following public discussion, schedule presentations of the information at meetings of the local parent-teacher organization. The material TEA provides on this website is designed to provide all the basic information needed to understand the AEIS report.
- 15. School Report Card (SRC):** Due to the lack of state assessment results for most grades and no accountability information, there will be no School Report Card for 2011-12. Schools will not be required to send reports home with the students.