

February 3, 2017:

**ACTION
REQUIRED**

TO THE ADMINISTRATOR ADDRESSED:

Subject: 2016-2017 Data Validation Monitoring Discipline Records Staging

The purpose of this letter is to provide districts, including charter schools, with 2016-2017 intervention staging information for data validation monitoring of discipline records (DVM-D).

The 2016 discipline data validation indicators district and student reports were posted to the [TEA Secure Environment \(TEASE\)](#) Accountability application the week of November 14, 2016. Reports are *only* available for districts that triggered one of the eight DVM-D indicators. Districts were encouraged to review and analyze these reports to ensure the discipline data they submit reflect the requirements of discipline record reporting, including the requirements contained in the *2016-2017 PEIMS Data Standards and Appendix E*. Based on that review, districts should have determined whether any new or additional procedures needed to be implemented to ensure the accurate submission of discipline record data.

For the 2016-2017 year, intervention staging for DVM-D was determined after review of the type and number of indicators triggered as well as a longitudinal data analysis for select indicators. Staging will be posted week of February 20, 2017, in the Intervention, Stage, and Activity Manager (ISAM) application in [TEASE](#). Through ISAM, a district can determine which stage of intervention has been assigned for DVM-D. All districts with anomalous data for any DVM-D indicator have been assigned an intervention stage.

Districts assigned to stage 1

Completion of the DVM-D workbook for identified indicator(s) and development of a DVM-D corrective action plan (DVM-D CAP) to address any discrepancies and/or noncompliance in the coding or documentation of student discipline data is required of districts assigned to stage 1. **The due date for completion is March 31, 2017.** Districts in stage 1 will maintain the DVM-D workbook, DVM-D CAP, and supporting documentation locally. These districts will submit intervention and supporting documentation only upon request of the Texas Education Agency (TEA). **New this monitoring cycle, stage 1 districts will complete and submit a Superintendent Attestation Statement to the agency through ISAM by March 31, 2017. This Attestation Statement confirms that district intervention activities are complete and ready for submission to the agency, if requested.**

Districts assigned to stage 2 or 3

Completion of the DVM-D workbook for identified indicator(s) and development of a DVM-D CAP to address any discrepancies and/or noncompliance in the coding or documentation of student discipline data is required of districts assigned to stage 2 or 3. **The due date for completion and submission to TEA is March 31, 2017.** Further, districts assigned to stage 3 will engage in follow-up support activities to help ensure the successful implementation of corrective actions and the submission of accurate discipline data. Specific follow-up activities will be determined after the review of the submitted DVM-D workbook(s) and DVM-D CAP.

Additionally, all districts assigned a stage of intervention will need to designate a DVM-D program contact in ISAM. Step-by-step instructions for completing this task are outlined in the presentation title, [ISAM Contact Instructional Guide](#).

Data validation interventions are coordinated with performance interventions to the extent possible and tailored to data accuracy concerns. If a district staged for interventions in the DVM system also is identified for an on-site program effectiveness review through the Performance-Based Monitoring Analysis System (PBMAS), the on-site review will include a review of data quality and data reporting systems.

Resources

Information related to the DVM-D indicators is available in the [2016 Discipline Records Data Validation Manual](#).

Intervention documents and tools for conducting the DVM-D intervention activities will be available in ISAM the week of February 20, 2017 and are currently posted to the [DVM-D Intervention Guidance and Resources](#) webpage.

For questions about indicators and information provided in the *2016 Discipline Records Data Validation Manual*, please contact the Performance-Based Monitoring Division by phone at (512) 936-6426 or by e-mail at pbm@tea.texas.gov.

For questions about interventions, intervention resources, due dates, or submission extension requests, please contact the Division of School Improvement by phone at (512) 463-5226 or by e-mail at SIdivision@tea.texas.gov.

Education service center (ESC) contacts will also serve as a resource to districts as they complete DVM-D intervention requirements.

We appreciate your support of data validation monitoring and its focus on a data-driven, performance-based approach to assist districts in their ongoing efforts to improve student achievement and data accuracy.

Sincerely,

C. Lizette Ridgeway
Director, Division of School Improvement