

July 29, 2003

TO THE ADMINISTRATOR ADDRESSED:

SUBJECT: Registration for Alternative Education Accountability 2003-2004

Decisions about performance indicators and accountability standards on which districts and campuses, including alternative education campuses of choice, will be rated in 2004 have not yet been made. The optional procedures for alternative education accountability previously available may not be offered, depending on the redesign of the state's accountability system and the results of the pending special session on school finance and accountability.

However, the Texas Education Agency requests that alternative education campuses continue to register for the following reasons:

- Registered alternative education campuses (AECs) can continue to report campus of accountability information on their Public Education Information Management System (PEIMS) data submissions as in the past. No change in data reporting procedures will be required. Alternative education campuses that do not register will encounter fatal errors on their PEIMS data submissions if they try to report campus of accountability information.
- Registered AECs can continue to attribute assessment results for students enrolled for fewer than 85 cumulative days to their locally assigned regular campuses as in the past. No change in local test administration procedures for students in alternative education settings will be required. Alternative education campuses that do not register cannot attribute test results to another campus.
- The accountability development process for 2004 and beyond will rely on analysis of data. Correct attribution of Texas Assessment of Knowledge and Skills (TAKS) and dropout/completion rate data will provide more reliable results, especially for alternative education campuses.

The registration will be an on-line process similar in nature to the process used previously. The criteria used by the Agency to determine the eligibility of alternative education campuses are explained beginning on page 11 of the 2002 Alternative Education Accountability Manual, which is available on the Agency's web site at: <http://www.tea.state.tx.us/alt.ed/curdatasub.html>.

Alternative education campuses that registered and were eligible in the 2002-2003 school year will automatically be registered in 2003-2004 unless the Agency is notified to the contrary. If a superintendent/chief of operations has determined that the district/campus no longer wishes to continue that registration, the Agency requires a letter be sent to the Office of Alternative Education Accountability (OAEA) stating that the district/campus rescinds the registration for 2003-2004. Campuses that were not registered in the alternative education system for 2002-2003 must follow the directions for new registrations identified in the following paragraphs.

Before a campus may register on-line, a Texas Education Agency Security Environment (TEASE) username and password must be issued to a designated single user for the campus. **This designated user is the one person who will enter the information into the on-line registration form for the campus.**

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NOTE: Districts and charter schools that will register multiple campuses may either assign a single user for each campus or assign a single user for all of the campuses in the district that wish to register. Refer to the on-line TEASE request for access form for instructions on registering multiple campuses.

Special Notice to Districts that Operate an Alternative Education Campus through a Shared

Services Arrangement: Each campus that participates in a shared services arrangement must register separately. However, a designated person may apply for a username and password for all the campuses in the shared services arrangement. In this instance, the superintendent of each virtual campus must e-mail stating that the designated user has permission to complete the registration process. Please submit the e-mail to oea@tea.state.tx.us for documentation purposes.

If the designated user did not have access to the electronic application for Alternative Education Accountability (AEA) last year but does have access to other TEASE applications, then the user must fax the request for access to OAEA. After the request has been received and approved, TEA will allow access to register for alternative education accountability. The TEASE username and password will not change.

If the designated user did not have access to AEA last year and does not have access to other TEASE applications, then the user must fax the request for access to OAEA. After the request has been received and approved, TEA will allow access to register for alternative education accountability and notify the user via e-mail of the username and password within 10 days.

In order to submit a request for access to register for alternative education accountability, the designated user must complete the on-line TEASE form for request for access, which can be found on the following web site: <http://www.tea.state.tx.us/alt.ed/curdatsub.html>. Additional information regarding registration for alternative education accountability is also found at this web site. Print and sign the form and have the supervisor indicate approval of the designated user by also signing the form.

Fax the form to the Office of Alternative Education Accountability at (512) 936-0723 or (512) 475-3665. Please ensure that each page of the form is faxed. TEA will reject the form if the signatures are not present. **The deadline for requesting a TEASE username and password for the Alternative Education Accountability registration is August 15, 2003.**

Remember the TEASE application does not complete the registration process for an alternative education campus; the TEASE username and password allow the designated user access to the registration document. If you have questions regarding your access to TEASE or registration for alternative education accountability, please e-mail security@tea.state.tx.us after August 1.

The designated user will be able to access the on-line registration site and register the campus between July 30 and September 15, 2003. The on-line registration can be accessed at <https://seguin.tea.state.tx.us/apps/logon.asp> or by accessing the link on <http://www.tea.state.tx.us/alt.ed/curdatsub.html>. Please use Internet Explorer 5.0 or higher for best viewing results.

Each campus that registers for alternative education accountability will receive written notice confirming or denying eligibility based on the criteria specified in the 2002 Alternative Education Accountability Manual.

Again, the registration period for an alternative education campus is July 30 through September 15, 2003. This registration does not imply or deny the future existence of alternative education accountability procedures. However, should separate procedures for alternative education accountability be part of the overall accountability system, this registration is vital to the identification of alternative education

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campuses. Development of the state's accountability system for all districts and campuses will be occurring in the coming months.

If you have any questions regarding the procedure for registration, please e-mail or call the Office of Alternative Education Accountability at oaea@tea.state.tx.us or (512) 463-9642.

Sincerely,

Karen Case, Associate Commissioner
Quality, Compliance, and Accountability Reviews

cc: Ron McMichael, Deputy Commissioner, Finance and Accountability
Karen Nobles, Senior Director, Accountability Development and Support
Rosemary Manges, Director, Office of Compliance Tracking and Support